



**THE CONSORTIUM**  
SIXTH FORM COLLEGE

**16 – 19 BURSARY FUND  
APPLICATION PACK**



**THE CONSORTIUM**  
ACADEMY TRUST



# 16 – 19 BURSARY FUND

The Consortium Sixth Form College is in receipt of government funding to support young people who need financial assistance to enable them to complete their Post 16 Education. The 16 – 19 Bursary Fund is available to students subject to meeting eligibility criteria and students who make a bursary application in Year 12 will need to apply again in Year 13. The two bursaries available are:

## VULNERABLE BURSARY

**AIM:** To help vulnerable students overcome individual financial barriers in relation to their education in the Sixth form.

**AWARD AVAILABLE:** Up to £30 per week, term-time only (maximum £1,200) paid directly into the student's bank account.

### ELIGIBILITY CRITERIA:

- Young person is in care or is a care leaver or
- Young Person is in receipt of Income Support or Universal Credit or
- Young Person is in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance (or Universal Credit).
- Young person does not have their financial needs met in relation to education by another organisation or person\*

\* Where a young person has other support to meet their needs, the Vulnerable Bursary will only be available if there are additional relevant costs. Depending on need, the weekly amount may be reduced.

### ADDITIONAL CRITERIA:

- Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- Be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student)
- Meet all Learning Agreement expectations including 95% weekly attendance\*\*

\*\*Consideration will be given to individual student circumstances.

## DISCRETIONARY BURSARY

**AIM:** To help students overcome individual financial barriers in relation to their education in the sixth form. Support is available for educational resources (e.g. books, equipment, and stationery), educational visits including university open days/ summer school expenses and transport to/from sixth form. For those students not eligible for free school meals (FSM) a sixth form daily refectory/café allowance on study days is available to the same value.

**AWARD AVAILABLE:** Awards are made based on the household income with the aim to support eligible students throughout the academic year.

Students who have a total household income of up to £30,000 will be eligible for a Discretionary Bursary.

Eligible students will submit a resources/expenses claim form as and when required. Where possible payment will be in-kind. Any re-imbursements will be paid directly into the student's bank account.

### ELIGIBILITY CRITERIA:

- Young person's household has a total income of less than £30,000.

### ADDITIONAL CRITERIA:

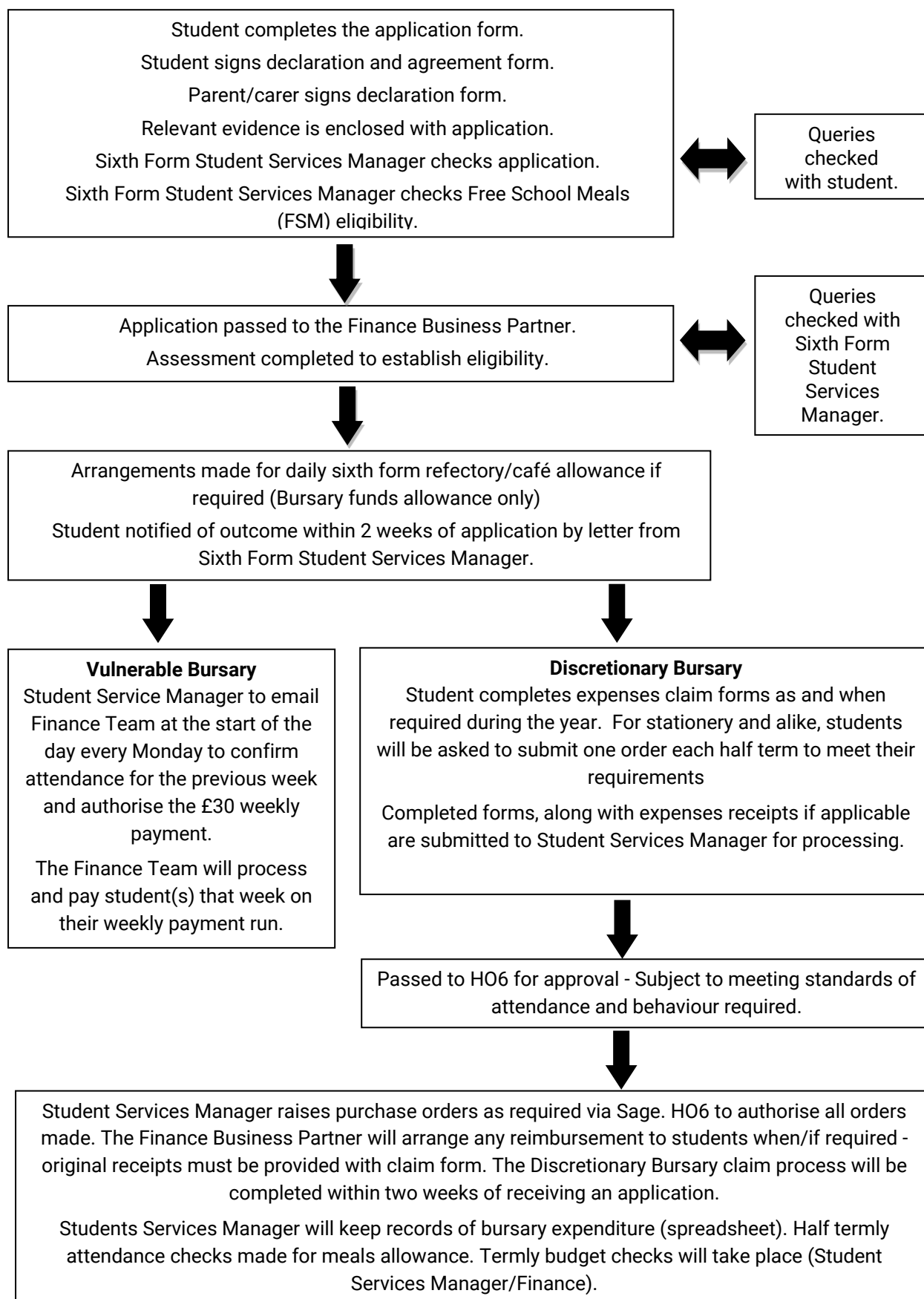
- Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- Be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student)
- Meet all Learning Agreement expectations including 95% overall attendance\*\*\*

\*\*\*Consideration will be given to individual student circumstances.

# 16 – 19 BURSARY FUND PROCESS

Applications must be submitted to the Sixth Form Student Services Manager by the end of September and will be backdated to the start of term as required.

Applications will be accepted after this deadline throughout the year for students who have a change in circumstances.



# 16 - 19 BURSARY FUND APPLICATION FORM

## SECTION ONE: APPLICANT INFORMATION

### STUDENT DETAILS

Surname/Family Name	
First Name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31 August	
	<ul style="list-style-type: none"><li>You must be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student) to apply.</li></ul>

### ADDRESS DETAILS

Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
E-mail Address	

### BANK OR BUILDING SOCIETY ACCOUNT DETAILS

The account details provided must be held by the bursary applicant (student).  
Please provide the name as it appears on your debit card or statement.

Full Name of Account Holder	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

## SECTION TWO: BURSARY SELECTION

In this section you need to indicate which bursary awards you wish your application to be considered against by ticking the appropriate box. Details of what evidence you will be required to supply to support your application is also included here. This evidence must be attached to your application on submission.

Please follow the instructions and complete any further sections of this document as instructed.

### VULNERABLE BURSARY AWARD

I wish my application to be considered under the Vulnerable Bursary.

Please tick one of the following:

- I am a young person in care
- I am a young care leaver
- I am a young person on Income Support or Universal Credit
- I am a young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).

In support of my application I enclose:

- A) Written confirmation of my current, or previous, looked-after status including details of support already provided from the Local Authority who looked after me, or who provided my leaving care services
- or
- B) A copy of my Award letter confirming that I am in receipt of Income Support or Universal Credit or Employment Support Allowance and Disability Living Allowance

Further clarification of information provided may be requested.

**Now complete Section Four and Five of this form.**

### DISCRETIONARY BURSARY AWARD

I wish my application to be considered under the Discretionary Bursary.

Please tick one of the following:

- I am a young person who has a total household income of less than £16,190 applying for a Discretionary Bursary Award (Free school meals claimed via LA).
- I am a young person who has a total household income of £16,190 to £30,000 applying for a Discretionary Bursary Award including sixth form refectory/café daily allowance.

**Now complete Section Three, Four and Five of this form.**

### SECTION THREE: HOUSEHOLD DETAILS

This section must be completed for the Discretionary Bursary. **Parents/carers of the applicant should complete this section.**

**Household members** - Please provide details of all residents who contribute to household income.

	Full Name	Contact Telephone Number
Applicant		
Father		
Mother		
Carer		
Other		

**Household Income** - Please complete to show evidence provided with application. Further clarification of information provided may be requested.

Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (✓)
Annual Salary		P60 for previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Carer's Allowance		Entitlement/Award letter dated within the last 3 months	
Child Benefit		Award Letter or entry on last bank statement	
Grants or Bursaries etc.		Relevant paperwork detailing entitlement and amount paid	
Housing Benefit		Entitlement/Award letter dated within the last 3 months	
Incapacity Benefit		Entitlement/Award letter dated within the last 3 months	
Income Support*		Entitlement/Award letter dated within the last 3 months	
Income-based Job Seekers Allowance*		Entitlement/Award letter dated within the last 3 months	
Income-related Employment Support Allowance (ESA)*		Entitlement/Award letter dated within the last 3 months	
State Pension Credit – Guarantee Element*		Entitlement/Award letter dated within the last 3 months	
Support under part VI – Immigration and Asylum Act 1999*		Relevant paperwork detailing entitlement	
Tax Credit*		Child / Universal Tax Credit: Entitlement or award letter dated within the last 3 months Working Tax Credit: Full Award notice for the current year and not partial award	
Ukrainian Education Start Up Fund (UESF)		Award letter (UESF welcome pack)	
Universal Credit*		Entitlement/Award letter dated within the last 3 months	
Any Other Income		Relevant paperwork detailing entitlement and amount paid	
<b>Total Income</b>			

\* Free school meals qualifying benefits. Note - Universal Credit: Maximum net earnings £7,400 and Child Tax Credit: maximum gross income £16,190 with no Working Tax Credit entitlement.

## SECTION FOUR: DECLARATION

Please read the declaration below carefully before signing:

- 1 I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the academy of any alteration to any of the particulars in writing. I agree to repay the academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- 2 I am aware that the funding covers only this academic year and that I must re-apply next year. There is no guarantee that I will receive funding for future years even if I am eligible for the current year.
- 3 I confirm that I have read and understood the content of this bursary agreement and agree to achieve the expectations as stated. I also understand that the information I have provided will be used for the purpose of the 16-19 Bursary Fund administration only in accordance with The Consortium Academy Trust's Sixth Form Admissions Data Protection Statement. Please visit our website for details: [www.the-consortium.org/consortium-information/DP-statement](http://www.the-consortium.org/consortium-information/DP-statement).

### Section 4 below is only relevant to those applying for the Vulnerable Bursary

- 4 It has been explained to me that evidence relating to my disability status or my status as a young person in care or care leaver is required. By ticking the box below and signing this Declaration I will be giving my explicit consent to the Trust using such evidence for the purposes of processing my application for the Vulnerable Bursary.

### SIGNATURES (Required for all bursary applications)

STUDENT NAME (PRINT):

STUDENT SIGNATURE:

DATE:

PARENT/CARER NAME (PRINT):

PARENT/CARER SIGNATURE:

DATE:

Please check that you have provided all additional information required; failure to do this will slow down the application process and could delay payment if your application is successful.

Completed application forms should be handed in to your Sixth Form Student Services Manager.



## **SECTION FIVE: 16 – 19 BURSARY FUND AGREEMENT**

You have been approved bursary support on the condition that you attend your timetabled lessons in the sixth form and maintain an acceptable level of behaviour and attitude to your learning.

### **By signing this agreement you agree to:**

- Abide by your Learning Agreement's expectations including behaviour, punctuality, attitude to learning and 95% attendance\*
- Inform your Sixth Form Student Services Manager of any change in circumstances, if significant, that may affect your eligibility to claim the bursary

\*Consideration will be given to individual student circumstances.

Failure to adhere to these requirements could result in non-payment or the suspension of bursary support.

If you wish to complain/appeal against the non-payment of your bursary you must speak with your Sixth Form Student Services Manager who will explain academy procedures for this.

### **To administer the fund The Consortium Sixth Form College will:**

- Keep records of your attendance
- Monitor your attendance and any absence
- Process and pay bursary payments as detailed in your acceptance letter
- Inform you if any part of your bursary payment has been stopped
- Respond to any queries or problems that you wish to discuss about the bursary
- Consider any changes in your circumstances and clarify with you how this will affect your bursary

**STUDENT NAME (PRINT):**

**STUDENT SIGNATURE:**

**DATE:**

**PARENT/CARER NAME (PRINT):**

**PARENT/CARER SIGNATURE:**

**DATE:**

**STUDENT SERVICES MANAGER (PRINT):**

**STUDENT SERVICES MANAGER SIGNATURE:**

**DATE:**

**FOR COLLEGE USE**

**APPLICATION SUBMISSION** (Completed By Student Services Manager)

**APPLICATION IS FOR:** **VULNERABLE BURSARY**    **DISCRETIONARY BURSARY**    **MEAL ALLOWANCE**  
(Circle)

Application has been checked and is fully completed, with corresponding supporting evidence provided.

**LOCAL AUTHORITY FSM ELIGIBILITY CONFIRMED:**                      **YES**    **NO**    **NOT REQUIRED**

**STUDENT SERVICES MANAGER:** (Signature):

**DATE:**

**APPLICATION ELIGIBILITY** (Completed By Finance Business Partner)

Application has been processed against eligibility criteria:

**VULNERABLE BURSARY AWARD**

**WEEKLY PAYMENT AMOUNT APPROVED:**    **£30.00**    **OTHER (State £ )**                      **NOT ELIGIBLE**

**DISCRETIONARY BURSARY AWARD – INCOME THRESHOLD £30,000**

**Household Income Level Confirmed:**                      **YES**    **NO**  
(Adequate documentation received and meets qualifying criteria)

**Daily Refectory/Café Allowance Approved:**                      **YES**    **NO**    **NOT REQUIRED**

**APPLICATION APPROVED:**    **YES**    **NO**

**ADDITIONAL COMMENTS:**

**FINANCE BUSINESS PARTNER** (Signature):

**DATE:**

**STUDENT NOTIFICATION** (Completed By Student Services Manager)

Award notification letter issued to student

**STUDENT SERVICES MANAGER** (Signature):

**DATE:**

## DISCRETIONARY BURSARY: RESOURCES AND EXPENSES CLAIM FORM

**STUDENT NAME:**

**DATE:**

Please provide details of what is required below. Approved resource items will be purchased for you. **Students should not purchase any items themselves unless it is approved in advance for them to do so.** If approved, valid receipts will be required for reimbursement.

DETAILS OF RESOURCES/EXPENSES	ESTIMATED COST £
Books, equipment, and other resources required for your studies	
Transport required to travel to/from home sixth form for your studies	
Educational / University visit expenses*	
Other	
<b>TOTAL COST £</b>	

\* A rate of £0.25 per mile will be applied for petrol costs claimed for travel to university (HMRC)

**STUDENT NAME (PRINT):**

**STUDENT SIGNATURE:**

**DATE:**

### FOR COLLEGE USE

<b>DATE APPLICATION RECEIVED:</b>	
<b>APPROVED:</b>	<b>YES    NO</b>
<b>NOTES:</b>	
<b>HEAD OF SIXTH FORM APPROVAL (Signature):</b>	<b>DATE:</b>
<b>STUDENT SERVICES MANAGER</b>	
<b>PURCHASE ORDER RAISED/APPROVED: (Signature):</b>	<b>DATE:</b>
<b>REIMBURSEMENT REQUEST TO FINANCE: (Signature):</b>	<b>DATE:</b>