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### **The 16 – 19 Bursary Fund**

The 16 – 19 Bursary Fund is the responsibility of the education provider such as the school or college and is intended to support students in financial need through their sixth form studies. All institutions have been given guidelines on how the Bursary Fund can be distributed to students. Further details of these guidelines can be found on the EFA (The Education Funding Agency) website at:-

<https://www.gov.uk/government/collections/funding-education-for-16-to-19-year-olds>

The 16 – 19 Bursary Fund has two parts:

1. Guaranteed payment of £1200 to students who fall into certain specific categories;
2. Discretionary fund for schools and colleges to distribute to other students in financial need.

### **The Guaranteed Bursary**

The EFA has stated that the Fund is aimed at supporting the most vulnerable students. In order to obtain the guaranteed 16 – 19 Bursary Fund a student must be on a full time programme of study and must fulfil one of the 4 categories below:-

- a) student is in care;
- b) student has recently left care;
- c) young people in receipt of income support, or universal credit in students name;
- d) young people in receipt of both Disability Living Allowance and Employment Support Allowance.

### **The Discretionary 16 – 19 Bursary**

This fund will be aimed at students whose families have a gross annual income of below £25,000. Applications for the 16 – 19 Bursary Fund must be received by 27<sup>th</sup> September 2019.

Students may be eligible for a contribution towards the cost of transport and essential course equipment or requirements such as school visits.

Please indicate your particular needs with estimated costs (e.g. bus fares). Any bursaries granted will be on an individual needs basis.

### **Further financial support**

Applications for financial support towards essential course costs such as trips and other course related activities will be considered on a needs basis. These will be considered during the school year and will be subject to sufficient funds being available.

### **How to apply for funding**

All applications for the 16 – 19 Bursary Fund must be received by Friday, 27<sup>th</sup> September 2019.

Applications must be supported by appropriate evidence. Examples of evidence include:

- a letter provided by Social Services stating the benefits to which the young person is entitled;
- written confirmation from the Local Authority of the young person's current or previous looked after status ;
- evidence of entitlement to free school meals;
- evidence of the family's income such as benefit entitlement or P60 or Tax Credit Award Notice.

### **Conditions**

All payments will be conditional upon the following:

- full attendance at all timetabled sessions;
- any absences must be authorised. See published details in student handbooks;
- a satisfactory record of punctuality for registration and lessons;
- appropriate standards of behaviour;
- satisfactory standards of progress in all subjects; - completion of all course related work.

Any bursaries granted may be withdrawn if these conditions are not met.

### **Appeals**

Appeals against eligibility for financial support and for non-payment should be put in writing and addressed to the Clerk to the Governors. A panel of governors will consider each appeal.