

16 – 19 Bursary Fund

Guidelines for Learners and Parent/Guardians

❖ **What is the 16 – 19 Bursary Fund?**

The Government through its funding body, the Education and Skills Funding Agency (ESFA) has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16 – 19 Bursary Fund.

There are 2 types of 16 – 19 Bursaries:

- Defined Vulnerable Group Bursaries of up to £1,200 a year.
- Discretionary Bursaries – targeted towards students whose access to, or completion of, education is inhibited by financial constraints or barriers.

❖ **Who is eligible for 16 – 19 Bursary Funding?**

Students must be at least 16 years old but under 19 years old at the start of their full-time or part-time academic programme (31st August) **and** fall into one of the categories below:

- Student who meets the criteria in one of the 4 defined vulnerable groups.
- Students whose family have a gross annual household income (including benefits) below £28,000.

❖ **Who is not eligible to apply for 16 – 19 Bursary Funding?**

- Students under 16 years old or over 19 years old at the start of their full-time or part-time academic programme (31st August) **unless** they are continuing on a study programme they began aged 16 - 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).
- Students on a waged Apprenticeship or any learning or training undertaken while a wage is being drawn.
- Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above.

❖ **Will Bursary payments affect my parent/guardians entitlement to any DWP income related benefits?**

No. 16 – 19 Bursaries are paid **directly to students** in addition to other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit and **does not** affect them.

❖ **How does TBOWA assess applications and allocate 16 – 19 Bursary Funding?**

The 16 – 19 Bursary Fund is a limited fund and the Academy will prioritise allocation. Applications will be assessed and allocated to one of four categories: High Priority, Medium Priority, Low Priority or One-Off Support.

❖ **Defined Vulnerable Group Bursary: High Priority**

The 4 defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support / Universal Credit in their own right
- receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right

Eligible students will receive up to £1,200 bursary per year, paid in half-termly instalments, in arrears.

The Academy may also provide essential textbooks for courses and printing/photocopying credit.

Students in this group could also get a contribution towards the cost of transport to/from school; meals; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

❖ **Discretionary Bursary: Medium Priority**

This support is aimed at students whose family have a gross annual income (including benefits) **below £20,000**.

The Academy may provide essential textbooks for courses and printing/photocopying/lunch credit.

Eligible students may also receive Academic Support Payments, paid in half-termly instalments, in arrears.

Students in this group could also get a contribution towards the cost of transport to/from school; meals; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

❖ **Discretionary Bursary: Low Priority**

This support is aimed at students whose family have a gross annual income (including benefits) **between £20,000 and £24,999**.

The Academy may provide essential textbooks for courses and printing/photocopying/lunch credit.

Eligible students may also receive Academic Support Payments, paid in half-termly instalments, in arrears.

Students in this group could also get a contribution towards the cost of transport to/from school; meals; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

The amount of support awarded will be as per the Medium Priority Group but lower value.

❖ **Discretionary Bursary: One-Off Support**

This support is aimed at students whose family have a gross annual income (including benefits) of between **£25,000 and £27,999, and have more than one child** under the age of 18 living in the house.

Eligible students may get payment of or a contribution towards the costs of:

- Essential textbooks for courses
- Educational trips and visits
- Credit for school printing/photocopying/lunch

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

❖ **Returning Books and Equipment**

Students should return any books and equipment purchased through the Bursary Fund to the 6th Form Office at the end of their studies in order to be re-used for the benefit of other students.

❖ **Evidence to Support Applications**

Claims will not be processed without evidence of eligibility:

High Priority Group

This could be a letter from the Local Authority confirming you are in care or have recently left care (Care Leaver); or a letter from the Department of Work and Pensions confirming the types of benefit you are receiving.

Medium Priority/Low Priority/One-Off Support

This could be a letter from the Department of Work and Pensions confirming your family's benefits, a P60, Tax Credit / Universal Credit Award Notice, or evidence of your family's annual income if they are self-employed.

Students currently or previously in receipt of free school meals are not automatically entitled to receive a Bursary, but this may be taken into account.

❖ **Changes in circumstances over the Academic Year**

A small contingency amount will be retained from the overall Bursary Fund (Exceptional Circumstances) so that some support is available in the event of a sudden deterioration in the financial circumstances of a student. Payments to students may also be adjusted to take account of improvements in a student's circumstances.

Students/parents/guardians are duty bound to inform the Academy of any change in circumstances that would affect the entitlement to the Bursary Award.

Giving false or incomplete information that leads to incorrect/overpayment may result in future support being withdrawn and any incorrectly paid funds being recovered. The matter may be referred to the police with the possibility of the student and/or their family facing prosecution.

❖ **How to Apply**

Those wishing to apply must complete the Academy Bursary Application Form available from the 6th Form Office or website.

Applications must be returned to the 6th Form Office by **October half-term** each year with the relevant documentary evidence.

Applications received after this date will be considered if funds are available or if circumstances deteriorate during the academic year.

Back payments may be issued for late applicants' subject to sufficient funds being available.

❖ **Awards and Payments**

The amount of support awarded will be dependent on the funding received from the ESFA and the number of eligible applications received.

Academic Support Payments will be paid in half-termly instalments to the student, in arrears, by BACS.

Other financial support may be paid by cheque or 'in kind' i.e. travel passes / meals / books / equipment / course materials.

Payments will be made on production of relevant receipts/invoices/official estimates where required.

Award and payments will be subject to meeting the agreed standards of attendance, behaviour, effort and completion of work.

Payments will be made subject to full attendance; the award will be on a pro-rata basis should attendance be less than 97%.

Payments may be withheld if absences are not reported to the Academy daily.

❖ **Decisions and Appeals**

All applications will be considered and assessed by the 6th Form Administrator and 6th Form Lead. The student will be notified of the decision in writing.

There will be right of appeal to the Chair of Governors if it is felt that an individual case has not been given due consideration. This must be given in writing. The decision rests with the Governors. There is no further right of appeal.

❖ **Queries**

Any queries relating to an application should be directed to the 6th Form Administrator in the first instance. Telephone: 01202 512697.