



# 16 to 19 Bursary Fund

## Guidance Notes

The Samworth Church Academy 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

The scheme is divided into two parts:

### **Nominated Bursary**

This bursary is £1,200 a year and is paid weekly. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

### **Discretionary Bursary**

This bursary is available to Samworth Sixth Form Academy students not eligible for the full Nominated Bursary who live in a household whose family income is £16,190 per annum or less and whose parents/guardians are in receipt of any of the following:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

The level of support which the Academy can offer is dependent on the total funding received from the Young People's Learning Agency (YPLA) and the number of applications it receives. The level of funding may vary during the academic year.

### **Additional Help**

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Academy's 16 – 19 Staff Co-ordinators for more details.

### **Payment Conditions**

- All bursary payments will be directly linked to attendance, behaviour and performance.
- All bursary payments will be paid directly into a student's bank account, dates to be advised.
- Eligible students must be under 19 on 31 August 2011 and enrolled on a non-fee paying full time course at the Academy.



# Application Form

## The Samworth Church Academy 16-19 Bursary

If you need some help with this this form, please telephone the Academy on 01623 663450 and ask for their Student Welfare Manager.

**NB: This form must be completed by the student applying for the bursary funding. Please bring this form and all your supporting documents with you to enrolment.**

### Section 1 – Student Details (please print details and complete in black ink)

First Names:	Surname:
Date of Birth:	Home Telephone No:
Email:	Mobile No:

**Section 2 – Nominated Bursary (£1,200 per annum).** Please tick the box that applies to you:

I am living in care	<input type="checkbox"/>
I am a care leaver	<input type="checkbox"/>
I am in receipt of income support	<input type="checkbox"/>
I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance.	<input type="checkbox"/>

(If you are applying for a Nominated Bursary and have completed Section 2 please now go to Section 4)

### Section 3 – Discretionary Bursary

I am a student who permanently lives in a household whose parents/guardians receive one of the following. (Please tick the appropriate box)

Name of person receiving benefit	Income Support	Job Seekers Allowance	Employment Support Allowance	Support Under Part VI of the Immigration and Asylum Act
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please note: If you are not in one of the above categories you must provide proof of family income.**



### Section 3 – continued

**Financial Assessment – Income** (to be completed by the person(s) responsible for the household bills)

Name of person receiving income	Are you employed	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof.
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof.

### Section 4 – Proof of Income / Benefit Submitted

**Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made.** The tables below show the evidence you will need to bring with this application form to enrolment. **Please tick the ones you are providing.**

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2010 – 1, or last week in March 2011, payslip or month 12 (March 2011), payslip or Working Tax Credit Award Notice marked 2011-12.	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Any Other Benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (Full Award Notice)	
Child Tax Credit	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (Full Award Notice)	
Grants or bursaries etc.	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months	
Any Other Income	Relevant paperwork	

### Section 5 – Student Bank Account Details

Bank Name e.g. NatWest

Branch Location (e.g. Mansfield, Church St)

Name of Account Holder

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Roll Number (Building Society Account)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Section 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application.



## Section 7 – 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 support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the Academy of any change in my circumstances 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 Academy 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.

Signed (Student)

Date:

Signed (Parent or Guardian named above)

Date:

Please note: Applications for 2011/12 should be returned as a matter of urgency to Maureen Brown, Finance and Admin Manager.

***For Academy Use Only:***

Date Received:

Bursary Approved: Yes / No

Nominated Bursary or Discretionary Bursary

Authorised By:

Date:

First payment made (date):

Additional Notes: