

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 a financial barrier to participate in education and training, such as equipment, food or transport costs.

The scheme is divided into two parts:

Vulnerable Bursary

You can apply for a vulnerable bursary of up to £1,200 if you fall into one of the areas below:

- You (**the student**) are in **care**
- You (**the student**) are a **care leaver**
- You (**the student**) are receiving **Income Support** OR **Universal Credit** in place of Income Support in your own name
- You (**the student**) are receiving both **Employment Support Allowance** AND **Disability Living Allowance** or **Personal Independence Payments** in your own name.

Payment and conditions

You could receive up to £1,200, paid over the academic year, in 6 half-termly instalments but you will need to provide proof of your eligibility. This could be a letter from your local authority showing you are in care/a care leaver or a letter from the Department of Work and Pensions showing the types of benefits you receive. Any benefits must be in your own name. If you are not receiving benefits in your own name you will not be eligible for a vulnerable bursary but could still apply for a discretionary bursary.

Discretionary Bursary

This bursary is available to students (who are not eligible for the Vulnerable Bursary) who live in a household whose family income is **£17,000 per annum or less** or whose **parents/guardians** are in receipt of any of the following:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Working Tax Credit
- Income based and contributions based JSA and ESA on an equal basis
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit

If false information is given about any part of your household income, the matter may be referred to the Department for Education or to the police. As a result, you and/or your parents/carers could face prosecution and payments could be recovered.

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.

Payment and conditions

- The level of support which the Academy can offer is dependent upon the total funding received from the Education Funding Agency (EFA) and the number of applications it receives. The level of funding may vary during the academic year.
- All bursary payments will be directly linked to attendance, behaviour and commitment to studies.
- All bursary payments will be paid directly into the eligible **student's** bank account, on a half-termly basis, dates to be advised.
- Eligible students must be aged over 16 but under 19, on 31 August 2015 and enrolled on a non fee-paying, full-time course at the school.

Application Form

The Samworth Church Academy Sixth Form 16-19 Bursary

N.B: This form should be submitted with the required evidence and handed into the Finance Office or via Main Reception at the Academy.

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

First Names:	Date of Birth:
Surname:	
Address:	School Year:
	Tutor Group:
Postcode:	Home telephone No:
Email:	Mobile No:

SECTION 2 – Vulnerable Bursary (£1,200 per annum). Please tick as appropriate:

Eligibility Category	Please Tick Category	Supporting Documentation Supplied
I am living in care		
I am a care leaver		
I am in receipt of Income Support or Universal Credit in my own name		
I am in receipt of Employment Support Allowance and Disability Allowance or Personal Independence Payments in my own name		

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

SECTION 3a – Discretionary Bursary

I am a student who permanently lives in a household whereby my parents/guardians receive one of the following - please tick as appropriate, after reading the full Guidance Notes on page 1:

Income Support	
Income based Job Seekers Allowance	
Income related Employment and Support Allowance	
Working Tax Credit	
Income based and contributions based JSA and ESA on an equal basis	
Support under Part VI of the Immigration and Asylum Act	
Guarantee element of State Pension Credit	

Please note: If you are not in one of the above categories you must provide proof of household income, Section 3b

SECTION 3b - Financial Assessment – Total Household Income £17,000 or less*

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 other Inland Revenue acceptable proof, i.e. March pay slip
2.	Yes / No	If yes, please submit P60 or other Inland Revenue acceptable proof, i.e. March pay slip

*The only income we calculate is on taxable income

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 supply with this application.

Please tick the ones you are providing.

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2014-15, March 2015 payslip, or Working Tax Credit Award Notice marked 2015-16	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance (income based)	Entitlement / Award letter – dated within the last 3 months	
Other relevant benefit: (i.e. Free School Meals Award)	Entitlement / Award letter – dated within the last 12 months	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Any other income/ evidence	Relevant paperwork	

SECTION 5 – Student Bank Account Details

Bank Name	
Branch Location	
Name of Account Holder	
Sort Code	
Account Number	
Email Address**	

** email address will only be used for the notification of payments/payment queries.

SECTION 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about, to support 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 may 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 school 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):	
<i>Please print name:</i>	<i>Date:</i>
Signed (Parent or Guardian of named above):	
<i>Please print name:</i>	<i>Date:</i>

Please note: Applications for 2015/16 should be returned by 26 September 2015 at the latest. Applications after this date will be welcome but will be considered in the light of funds available.

For School use only:
Date Received:.....
Bursary Approved: Yes or No
Vulnerable Bursary or Discretionary Bursary *Authorised By:*..... *Date:*.....
Date first payment made:.....
Additional Notes/Reason Not Approved