

BYRON

SIXTH FORM COLLEGE

16 to 19 bursary scheme 2018/19

Application form and guidance

If you are starting Year 12/13, in September 2018, you might be entitled to a bursary to help with costs during term time.

Read inside for details.

What is the 16 to 19 school bursary scheme?

Bursaries provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

The scheme is being administered by St Bede's Catholic Comprehensive School & Byron Sixth Form.

Who is eligible for the bursary scheme?

Our 16 to 19 bursary scheme offers three types of bursary. You can only apply for one type, depending on your personal circumstances.

The discretionary bursary

To be eligible for the discretionary bursary you must meet **all four** of the following conditions:

1. attend the sixth form
2. be starting Year 12/13 in September 2018
3. be aged between 16 and 18 on 31 August 2018
4. your parents / carers have a joint income of between £16,190 and £26,000

The FSM bursary

To be eligible for the intermediate bursary you must meet **all four** of the following conditions:

1. attend the sixth form
2. be starting Year 12/13 in September 2018
3. be aged between 16 and 18 on 31 August 2018
4. be in receipt of free school meals or be eligible to receive free school meals

The enhanced bursary

To be eligible for the enhanced bursary you must meet **all four** of the following conditions:

2. attend the sixth form
3. be starting Year 12/13 in September 2018
5. be aged between 16 and 18 on 31 August 2018
4. belong to one of the following groups:
 - be in care; or
 - have left care having been in care for a minimum of 3 months since the age of 14;
 - or be receiving income support;
 - or be receiving **both** Employment Support Allowance **and** Disability Living Allowance.

Further support available

If you are not eligible to receive any of our bursaries, you may be able to apply for support to our Assistance Fund eg transport costs to attend a university open day. Applications to access the Assistance Fund should be made in writing to your Head of Year.

How much money will I get?

If you are eligible for the discretionary bursary you will be entitled to receive up to £400 during the current academic year.

If you are eligible for the FSM bursary you will be entitled to receive up to £600 during the current academic year.

If you are eligible for the enhanced bursary you will be entitled to £1,200 during the current academic year.

What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course.

Are there any conditions attached to the scheme?

Yes. The sixth form will expect you to have attendance of at least 95% and display good behaviour. We will talk to you about the standards of behaviour that we consider acceptable.

Your bursary award will be conditional up on you meeting the expected requirements.

How do I apply?

1. Complete the application form at the back of this pack.
2. If you are applying for the discretionary bursary, your parent or carer also needs to complete part of the form.
3. If you are applying for the FSM bursary, your parent or carer also needs to complete the FSM Entitlement Verification Check form.
4. Attach evidence of your financial or living situation to support your application. These must be the original documents, not photocopies.

A representative of the sixth form will check your application form has been fully completed, check the supporting evidence, and then submit it for processing.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is 28th September 2018, however, late applications will be considered.

We will inform everyone who applies of the outcome of your application.

We will also contact you if we need more information from you to process your application.

What should I do if I'm not happy with your decision?

If you think we have incorrectly assessed your eligibility, please phone us on 0191 5876220 to discuss your application.

When will my payments start?

When your application is approved, we will send you a schedule confirming the dates when you will be paid.

Payments will be made in arrears starting in October.

Payments will only be made after the sixth form confirms that you have met the expected standards of attendance and behaviour.

How will you pay me?

Payments will be paid directly into a nominated bank account.

How long will I receive payments for?

As long as the sixth form confirms that you are meeting the expected standards of attendance and behaviour, payments will continue for the duration of the academic year 2018/19.

New applications must be submitted for consideration every year. The terms of the scheme may change for academic year 2019/20.

There is no guarantee that you will receive funding next year even if you are eligible this year. You won't receive any funding next year (2019/20) unless you reapply.

Who do I contact if I have any questions?

If you have any questions about the 16 to 19 bursary scheme you should in the first instance speak to Mrs C. Dent.

Phone: 0191 5876220

Email: enquiries@st-bedes.durham.sch.uk

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the following website – <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2017-to-2018-academic-year>

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let us know immediately in writing.

Any over payments will be repayable.

You can write to us at:

Email: enquiries@st-bedes.durham.sch.uk

Post: Byron 6th Form College
St Bede's Catholic Comprehensive School
Westway
Peterlee
Co Durham
SR8 1DE

If you leave sixth form before completing your course, your payments will be stopped.

If you transfer to another post-16 provider, you will need to ask them about their own bursary scheme. Please be aware that their terms and conditions and payments may be different to ours.

St Bede's Catholic Comprehensive School & Byron Sixth Form College 16 to 19 bursary scheme 2018/2019: Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

Section A – To be completed by all learners

1.1 Your personal details

<p>Learner's surname _____</p> <p>Learner's first name _____</p> <p>Date of birth _____ Age on 31 August 2018 _____</p> <p>Are you: Male <input type="checkbox"/> Female <input type="checkbox"/></p> <p>Do you have any long standing illness or disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(Long standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time)</p> <p>If yes, does this illness or disability limit your activities in any way? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Learner's home address _____</p> <p>Post code _____</p> <p>Home phone number _____ Mobile number _____</p> <p>National insurance number: _____</p>
--

1.2 Your College details

St Bede's Catholic Comprehensive School & Byron 6th Form College.

1.3 Course details

What courses are you studying?

Is your course full time or part-time (less than 30 weeks)? _____

1.4 How do you intend to spend your bursary?

Please indicate in the table below what costs you need the bursary to provide assistance with

Expense	Details	Estimated cost
Books and equipment		
Fees, exam resits		
Transport costs		
Emergency accommodation and meals		
Course trips		
Interviews and open days		
Other costs (please specify)		

Section B – To be completed by all learners

2.1 Which bursary are you applying for?

Please complete either part 1 or 2 below.

Part 1: Enhanced bursary

Payment of £1200 paid in arrears during the current academic year

Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of income support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

If you have difficulty producing the evidence required for your application please phone us on 0191 587 6220 or email enquiries@st-bedes.durham.sch.uk and we may be able to help.

Part 2: FSM bursary

Payment up to £600 paid in arrears during the current academic year

Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> Eligible to receive free school college meals 	<input type="checkbox"/>	<p>If you believe your child is eligible to receive FSM, please complete the FSM Entitlement Verification Check form.</p> <p>Please note, that if your child is eligible for FSM they do not need to take up this entitlement to receive the FSM bursary</p>

Part 3: Discretionary bursary bursary		
Payment up to £400 paid in arrears during the current academic year		
Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> • Living in a household receiving a joint income of between £16,190 and £26,000 	<input type="checkbox"/>	A parent or carer in your household must complete the financial assessment at section 4.1, and attach any evidence listed within the assessment. Once the form has been completed and all evidence has been attached taken to the college for processing.

3.1 Learner declaration (to be completed by all learners)

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the college 16 to 19 Bursary Team in writing of any changes in the information given relating to my circumstances.
- I agree to meet the expected standards of attendance and behaviour.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the academic year 2018/19.

Signed:..... **Date:**.....

Full Name (in block capitals):.....

Section C – To be completed by learner’s parent or carer (discretionary bursary only)

4.1 Financial assessment (to be completed by the learner’s parent or carer)

Parents or carers within household

	Parent or carer 1	Parent or carer 2
Surname		
First name (s)		
Relationship to learner		
Telephone number		
National insurance number		

In order to be eligible for the standard bursary you must declare that the learner is living in a household with income support.

Declaration of parent or carer income	Parent Carer 1		Parent Carer 2		Evidence to be attached to the completed application form
	Yes	No	Yes	No	
Are you employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes please provide the last three months worth of payslips or your P60 for tax year 2017 - 2018.
If yes, please state your current annual income before tax and national insurance	£		£		
Are you self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes – SA302 form or certified accounts.
If yes, please state your current annual income before tax and national insurance	£		£		

Do you receive any of the following grants or benefits?

Declaration of parent or carer income	Parent Carer 1		Parent Carer 2		Evidence to be attached to the completed application form
	Yes	No	Yes	No	
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Employment Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent award letter
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Working Tax Credit Award Notice marked 2018-19 ". It must be for full year and not partial awards (full award notice)
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Working Tax Credit Award Notice marked 2018-19 ". It must be for full year and not partial awards (full award notice)
Any other benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Grants or bursaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Do you receive any other income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork that includes details on the income received.

If you have difficulty producing the evidence required for your application please phone us on 0191 587 6220 or email enquiries@st-bedes.durham.sch.uk and we may be able to help.

5.1 Parent or carer declaration (to be completed by the parent or carer who has completed the financial assessment at 4.1)

The learner's application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform the 16 to 19 Bursary Team of any changes in the information given concerning my circumstances.

The sixth form is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Signed..... **Date:**.....

Full name (in block capitals):.....

For college use only

Date Received in College: _____ Evidence Copies Attached: Y / N

Evidence seen by: _____ Signature: _____

Learner Reference: _____ Eligible? Y N

Bursary Type: _____

Processed by: _____ Date: _____