

16-19 Bursary Fund

Please fill in all sections and provide photocopied documentary evidence as requested regarding benefits. **To ensure we can put support in place quickly please bring this information on your first day at college in September.** *If you do not provide the information requested, your application cannot be processed and will be returned to you.*

Learner Personal details: (to be completed by all applicants)

Student Forename:	Student Surname:
Address:	Postcode:
Living on your own YES/NO	Living with parents YES/NO
Are you living in a single parent household? YES/NO	At school were you entitled to Free School Meals? YES/NO
How many siblings do you have under 18 years of age and still in full time education?	
Have you been a resident in the UK for 3 years or more? YES/NO. If NO, please provide a copy of all Home Office documentation.	
Are you an asylum seeker? YES/NO	Are you a refugee? YES/NO
The following declaration to be signed and dated by parent / carer: I declare that the information I have given is to the best of my knowledge correct and agree to notify the finance department if my situation changes. I have read the information and understand how my personal information will be used. I also understand that failure to disclose full particulars of a relevant financial detail may result in forfeiture of assistance and proceedings being taken for full recovery of all or any part paid to me in error (for whatever reason) or resulting from not completing the course for which payment of grant had been made.	
Signed Parent/Carer:	

DATA PROTECTION ACT 1998

All data will be held in accordance with the Data Protection Act 1998 and any statistics used are produced in such a way that individual pupils cannot be identified from them. Your personal details will be respected and kept confidential at all times.

Payments:

If you are successful in your application, we will pay the bursary directly to students. For that reason, the student **must have** a bank account in his/her own name and complete the section below:

We process via the BACS system, which will credit the students bank account automatically.

Address (if different to above):						
Signed by student:						
Account Name (what is printed on your bankcard)						
Sort Code:						
Account Number:						

PLEASE RETURN TO: Mrs Gill Lister @ 6th form reception or g.lister@brighthouse.calderdale.sch.uk

16-19 Bursary Fund

We provide a 16-19 Bursary fund for all sixth form student that qualify to support students financially in a number of areas. Parents can apply if they fall into one of the categories below.

Every application is considered in line with the criteria as set out in the 16-19 Bursary Fund Guidelines. Those who are in most need of help will be given priority and it should be noted that not all applications will be successful. Funding is limited and will be allocated on a first come first served basis.

<p>Category A - If the students falls into the following groups, you will be entitled to a bursary of up to £1200 a year - Living in care; a care leaver; in receipt of your own Income Support or Universal Credit; or a disabled learner in receipt of Disability Living Allowance and Employment and Support Allowance or Personal Independence Payments.</p> <p>Acceptable Evidence</p> <ul style="list-style-type: none"> • A Local Authority confirmation letter of status if in care. • A recent benefit entitlement letter (less than 3 months old) if in receipt of Income Support or Universal Credit. • A recent copy of your benefit entitlement letter (less than 3 months old) if in receipt of Employment Support and Disability Living Allowance or Personal Independence Payments.
<p>Category B - If your family's household earned income is below £25,000 and you will find it difficult to meet the costs of full time education, you may be entitled to support with travel, course related expenses and meal costs</p> <p>Acceptable Evidence</p> <ul style="list-style-type: none"> • Latest Tax Credit Notice – please send all pages of the award notice dated 2021/22 (Last year's review notice will not be accepted as proof, please ring them and get final notice) or a P60. • Job Seekers Allowance or Universal Credit letter (less than 3 months old). • Proof of Benefit – Form stamped by the Benefits Agency; latest confirmation letter if in receipt of Pensions Credit. • Housing Benefit/ Council Tax award letter for the current financial year; <u>please send all pages.</u>
<p>Category C</p> <p>If your family are facing real financial difficulty which may prevent you from staying in full time education, you may be entitled to some support with travel, meal costs and/ or course related expenses. Please provide details why you require additional financial support below. i.e. (personal circumstance at home).</p> <p>Acceptable Evidence</p> <ul style="list-style-type: none"> • Latest Tax Credit Notice or P60 (if applicable).

If you are in receipt of any of the following benefits, or if you are dependent on somebody who is, please enclose proof (photocopy) of the benefit with your application (or it will not be considered).

Meals - will pay the daily amount i.e. £2.50 per day, as agreed by your college, in respect of your meal costs, unless you are already receiving a Free School Meal. Meals will be provided at the Mulberry Suite, via the Cashless Catering School System. For more information about Free School Meals see www.calderdale.gov.uk .

Monthly Bus Pass - the bursary fund will pay you the cost of a monthly bus pass (in arrears) in respect of your travel costs if you live over 2 miles walking distance away from school. This is the equivalent of a METRO Mcard School Plus monthly travel ticket.

Payment Dates as follows: - Payments are paid a month in arrears. The first payments will be paid in October as payments are paid in arrears. Applications will be backdated by a term only. Full terms and conditions can be found on the Brighouse High School website admin@brighouse.calderdale.sch.uk

*Mon 25th Oct (Sept & Oct)	Fri 25th Feb	Fri 24th June
Thur 25th Nov	Fri 25th Mar	Mon 25th July
Fri 17th Dec	Mon 25th Apr	
Tue 25th Jan	Wed 25th May	

The bursary will also help you with the cost of books/revision guides, stationery, equipment, residential trips and visits. Receipts and evidence are required to support any claims you make in respect of the above.