



St Edmund's Catholic Academy



16-19 Bursary Fund for Academic Year 2020-2021

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face, so they can remain in education. A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year. *If a student is over 19, they must attend timetabled lessons at our school.*

There are 2 types of 16 to 19 bursaries: Vulnerable Bursary and Discretionary Bursary - please refer to below

Vulnerable Group

The Vulnerable Group Bursary is available to students who fall under one of the following vulnerable groups below. Students could get a bursary worth up to £1,200 depending on their circumstances and benefits. *If you are over 19, you will **only** be eligible for a discretionary bursary.*

- Students who are in, or recently left, local authority care
- Students who get Income Support or Universal Credit (because you are financially supporting yourself).
- Students who get Disability Living Allowance (DLA) in their name and either Employment and Support Allowance (ESA) or Universal Credit.
- Students who get Personal Independence Payment (PIP) in their name and either ESA or Universal Credit.

Discretionary Bursary

The Discretionary Bursary is to support students who are facing financial difficulty to stay in education and the bursary will help them achieve the best grades possible. *Students could get a Discretionary Bursary if they need financial help but do not qualify for a bursary for students in the vulnerable group. **Students can be awarded support with the costs which may include a school bus pass, 50% towards education trips, exam resits, stationery, text books, uniform and/or protective clothing, open day train tickets and the loan of a new chromebook during their time in our 6th form.** Students over 19 can apply for a discretionary bursary if they are either continuing a course started aged 16 to 18 (known as being a 19+ continuer) and/or have an Educational Health and Care Plan (EHCP).*

This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit. The sum of money allocated to our Academy is limited and therefore we may not always be able to fully meet your request. Please be aware, once the money given to our Academy has been allocated there will be no further funding available. *For students who live on their own or have a child then additional support can be given.*

Students MUST provide evidence to support their claim and complete the enclosed application form. Original documents will need to be handed in at the time of application, in order for copies to be made and retained on file.

In order to be considered for the bursary, students **MUST meet ALL** of the following:-

- | | |
|---|--|
| <ul style="list-style-type: none"> • Attendance must be 90% or above. • No unauthorised absences. • Punctual to all timetabled lessons. • Meeting all deadlines, including homework and coursework in all subject areas • Residency criteria | <ul style="list-style-type: none"> • Working towards target grades in all subject areas. • Display a positive attitude to sixth form studies. • Have no outstanding school resources left to return |
|---|--|

Students who are deemed most in need will be given priority.

Notification

Once your application has been processed, you will be notified in writing of the outcome.

Payments

Payments in respect of the Bursary Fund will be paid via BACS. You will be notified when the payment is made. Payments will be processed and reimbursements paid into the Students bank account.

Appeals Procedure

Any appeals to the Bursary Fund awarded must be made in writing to Mrs Hazeldine within 7 days of the notification.

BURSARY APPLICATION FORM 2020 - 2021

Financial Assessment Form

1.1 Student Details

| | |
|-------------------------------------|--|
| Surname / Family Name | |
| First names(s) | |
| Sex (M / F) | |
| Date of Birth (dd/mm/yyyy) | |
| Age on 31 st August 2020 | |
| | <i>(You must be aged 16, 17 or 18 on 31st August 2020 to apply)</i> |

1.2 Address Details

| | |
|-------------------------|--|
| Home Address | |
| | |
| | |
| | |
| | |
| Postcode | |
| Home telephone number | |
| Mobile telephone number | |
| E-mail address | |

2.1 Financial Information

| | |
|---|----------|
| Are you and / or your sibling(s) in receipt of Free School Meals? | Yes / No |
| Sibling name(s) | |

If you, or your sibling, are in receipt of Free School Meals, you do not need to provide further financial information on this form.

However, where you may be eligible to receive an award as a member of a named *vulnerable* group, you will need to provide evidence to support that claim related to certain benefit categories over the page.

2.2 Household Members (max. 2, over 18 & responsible for household bills, e.g. parents/carers)

| | Person 1 | Person 2 |
|-------------------------|-------------|-------------|
| Surname | | |
| First name(s) | | |
| Relationship to Learner | | |
| Telephone | | |
| Email | | |

2.3 Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

| | | |
|----------|------------------------------|--|
| Person 1 | Are you employed? (YES / NO) | If yes, please submit P60 for details |
| Person 2 | Are you employed? (YES / NO) | If yes, please submit P60 for details |

If you are not employed, please tick the relevant boxes to indicate the benefit(s) you receive.

| Benefit Received | Universal Credit | Income Support | Job Seeker's Allowance | Employment Support Allowance | Incapacity Benefit | Carer's Allowance | Housing Benefit | Council Tax Reduction |
|------------------|------------------|----------------|------------------------|------------------------------|--------------------|-------------------|-----------------|-----------------------|
| Person 1 | | | | | | | | |
| Person 2 | | | | | | | | |

2.4 Financial Assessment – Other Income

Please tick the relevant boxes to indicate all other income received into the household

| Other Income | Universal Credit | Working Tax Credit | Child Tax Credit | Child Benefit | Grants, Awards, Bursaries Etc. | Any other income / benefit – please specify <i>e.g. Personal Independence Payment, Employment Support Allowance</i> |
|--------------|------------------|--------------------|------------------|---------------|--------------------------------|---|
| Person 1 | | | | | | |
| Person 2 | | | | | | |
| Student | | | | | | |

Continued...

3.1 Evidence

Whatever you have declared in 2.3 and 2.4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application, find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

| Type of Income | Evidence Required |
|---------------------------------|---|
| Annual Salary | P60 for tax year 2019-20, or week 52 (last week in March 2020) payslip or month 12 (March 2020) payslip |
| Universal Credit | Entitlement / Award letter – dated within the last 3 months |
| Income Support | Entitlement / Award letter – dated within the last 3 months |
| Job Seeker's Allowance | Entitlement / Award letter – dated within the last 3 months |
| Employment Support Allowance | Entitlement / Award letter – dated within the last 3 months |
| Incapacity Benefit | Entitlement / Award letter – dated within the last 3 months |
| Carer's Allowance | Entitlement / Award letter – dated within the last 3 months |
| Housing Benefit | Entitlement / Award letter – dated within the last 3 months |
| Council Tax Reduction | 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 "2018-19". Must be for full year and not partial awards (FULL AWARD NOTICE). |
| Child Tax Credit | Child Tax Credit Award Notice marked "2018-19". Must be for full year and not partial awards (FULL AWARD NOTICE). |
| Child Benefit | Award letter |
| Personal Independence Payment | Entitlement / Award letter – dated within the last 3 months |
| Grants, Awards, Bursaries, etc. | Relevant paperwork detailing entitlement and amount paid |
| Any other income | Relevant paperwork |

4.1 Declaration

Please read the declaration below and read 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 verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school 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) Date:

Signed (Person 1 or 2) Date:

FOR SCHOOL USE : Date Completed Application Received _____