

# **XP16 School**

## **16 to 19 Bursary Scheme**

### **Application form and guidance**

## What is the 16 to 19 school bursary scheme?

The scheme provides 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, attainment and behaviour as determined by each school, college or other education provider.

## Who is eligible for the bursary scheme?

The 16 to 19 bursary scheme offers three types of potential funding for eligible students. You can only apply for **one** type, depending on your personal circumstances.

### The Vulnerable Bursary

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

1. be starting Year 12, 13 or 14 in September 2019
2. be aged between 16 and 18 on 31 August 2019
3. be enrolled on a full programme of study within XP School Sixth Form
4. belong to one of the following groups:
  - be in care; or
  - have left care having been in care for a minimum of 13 weeks since the age of 14; or
  - be receiving income support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or
  - be receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

### The Discretionary Bursary

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

1. be starting Year 12, 13 or 14 in September 2019
2. be aged between 16 and 18 on 31 August 2019
3. be enrolled on a full programme of study within XP School Sixth Form
4. live in a household with an annual income **below £21,500** before tax and national insurance

### The Discretionary Support Fund Grant

In addition to the two bursaries outlined above there may be some funding available through the Discretionary Support Fund to assist eligible students. This support grant may be in the form of a bursary payment or a one-off contribution towards the cost of course equipment, school transport, trips, materials, UCAS fees. **There is no guarantee that any payment will be possible under this discretionary fund.**

To be eligible to apply for support from this fund you must meet **all four** of the following conditions:

1. be starting Year 12, 13 or 14 in September 2019
2. be aged between 16 and 18 on 31 August 2019
3. be enrolled on a full programme of study within XP School Sixth Form
4. live in a household with an annual income **between £21,500 and £26,500** before tax and national insurance

## How much money will I get and when will it be paid?

If you are eligible for the **vulnerable bursary** you will be entitled to a total of £1,200 for the full academic year, paid in equal instalments in arrears at the end of each half term.

If you are eligible for the **discretionary bursary** it is expected that you will be entitled to receive between £10 to £15 per week during term time (up to a maximum of 39 weeks), paid in arrears at the end of each half term. The exact amount payable will depend on the number of successful applications received, since the amount of funding for the scheme is limited.

If you are eligible for a potential grant from the **discretionary support fund**, this payment may take the form of a small weekly bursary paid on the same basis as the discretionary bursary outlined above or it may be a one-off contribution towards the specific expenses you have outlined in your application (see section 1.5). Payments under this element of the scheme are not guaranteed, they are subject to the availability of sufficient funding, since the amount of funding available is limited.

Payments will only be made after it has been confirmed that you have met the terms of your Learner Agreement.

## 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. You will be required to meet the agreed standards set by the school relating to attendance, behaviour and progress in your studies. The specific requirements will be detailed in a 'Learner Agreement' which you will be required to sign, but it will include:

- **100% attendance** (please note that school authorised absences will not count against students for bursary purposes e.g. University Visits, hospital appointments etc.).
- **Good Punctuality** – a maximum of 1 late mark per week
- **Appropriate Behaviour** – no breach of any of the school's code of conduct/behaviour policy.

Your bursary award will be conditional on you meeting the requirements of your Learner Agreement.

## How do I apply?

1. Complete the application form at the back of this pack.
2. If you are applying for the Discretionary Bursary or a contribution from the Discretionary Support Fund, your parent or carer also needs to complete part of the form.
3. Attach evidence of your financial or living situation to support your application. These must be the original documents, not photocopies.
4. Take your application form and evidence to the Office at XP School. Any original documents will be photocopied by a member of staff and returned to you for safekeeping.

All application forms will be checked to ensure they have been fully completed and the supporting evidence checked to ensure the application meets the scheme requirements before being processed.

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

We will consider late applications but will consider these after we have processed all the applications received on time.

We will write to everyone who applies to tell you 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 the school Finance Office on 01302 898792 to discuss your application. After your eligibility has been further checked, if you are not satisfied with the decision, you may appeal in writing to the Principal, explaining why you feel you might be eligible. The Principal's decision is final.

### **How will you pay me?**

Bursary payments will be made into your own bank account by a process called BACS transfer.

It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Payments are not permitted to a parent or carer's account and cash or cheque payments will not be made.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

Separate arrangements will be made for the payment of any one-off contributions from the discretionary support fund, since these are likely to involve the school paying directly towards the costs of an activity or equipment e.g. trip costs, UCAS fees or reimbursing students for expenses incurred, e.g. transport costs. Because this support fund is subject to there being sufficient funds available, consideration of contributions may have to be delayed until the Spring Term to ensure that available funds are not exceeded.

### **How long will I receive payments for?**

As long as you meet the terms of your Learner Agreement, payments will continue for the duration of the school year 2019/20.

There is no guarantee that you will receive funding next year even if you are eligible this year since the terms of the scheme may change. If the scheme does continue new applications must be submitted for consideration every year.

### **Where can I get more information on the 16 to 19 bursary scheme?**

General information on the bursary scheme is available on the Gov UK website – [www.gov.uk/guidance/16-to-19-education-financial-support-for-students](http://www.gov.uk/guidance/16-to-19-education-financial-support-for-students)

### **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 by writing to the school for the attention of the Finance Office.

Any overpayments will be repayable.

If you change your bank account details you must also write to us immediately. We can only accept changes to bank details in writing since we will need to check your signature against your original application.

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

# XP School

## 16 to 19 bursary scheme 2019/2020:

### 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

Learner's surname:

Learner's first name:

Date of birth:

Age on 31 August 2019:

Do you have any long standing illness or disability? Yes  No

(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)

If yes, does this illness or disability limit your activities in any way? Yes  No

Please give details if applicable:

Learner's home address:

Postcode:

Home phone number:

Mobile number:

National Insurance Number:

## 1.2 Course details

What course / subjects are you studying?

Is your course full time i.e. you are required to attend for 12 hours or more per week and for more than 10 weeks?

## 1.3 Your bank or building society account details

Account holder name:

Name of bank / building society:

Branch:

Account number:

Sort Code: \_\_\_/\_\_\_/\_\_\_

Building society roll number (if applicable):

**Please ensure these details are correct.**

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

## 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		
Transport costs		
Course trips, Fees		
Interviews and open days		
Emergency accommodation, meals or Other costs (please specify)		

## Section B - To be completed by all learners

### 2.1 Which bursary are you applying for?

Please complete only part 1, 2 or 3 below, whichever is applicable.

#### Part 1: Vulnerable Bursary

Payment of £1200 in instalments in arrears during term time only

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.

#### Part 2: Discretionary Bursary

Payment of approx £10 to £15 per week paid in arrears during term time only (39 weeks max)

Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> <li>Living in a household with an <u>annual income below £21,500</u> before tax and national insurance.</li> </ul>	<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 take it to the school Finance Office

#### Part 3: Discretionary Support Fund

Potential smaller weekly bursary payment or support for specific expenses, subject to funding availability.

Eligible group for this funding:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> <li>Living in a household with an <u>annual income between £21,500 and £26,500</u> before tax and national insurance.</li> </ul>	<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 take it to the school Finance Office

### 3.1 Learner declaration (to be completed by all students)

**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 XP School Academy in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Learner Agreement.
- 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 school year 2019/20.

**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 discretionary elements of this scheme you must declare that the learner is living in a household with an annual income of either less than £21,500 or less than £26,500 before Income Tax and National Insurance.

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 2018-2019.
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 2018-2019”. 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 2018-2019” 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.

### 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 XP School of any changes in the information given concerning my circumstances.

This school 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):** .....