

16-19 STUDENT BURSARY

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WHAT CAN THE 16-19 BURSARY BE USED FOR?

A bursary is money that you, or your education or training provider, can use to pay for things like clothing, books and other equipment for your course. transport and lunch on days you study or train.

TWO TYPES OF 16-19 BURSARY

Vulnerable Student Bursary

Student: benefits refer to student income

- you're in or you recently left local authority care
- you get Income Support or Universal Credit (UC) because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit/LCWRA
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit/LCWRA

Discretionary Student Bursary

Parent/Carer: refers to parent/carer income (not including any of the student's benefits)

- Your household income is less than £40,000 pa.

ELIGIBILITY AND EVIDENCE

Vulnerable Student Bursary

- Letter from Social Worker or Local Authority
- Evidence of Universal Credit or Income Support in applicant's name (child/young person) who is self-supporting
- Evidence of 2024-25 DLA and ESA/UC
- Evidence of 2024-25 PIP and ESA/UC

Discretionary Bursary

Household income (not including benefits in the child's name; e.g their DLA/PIP)

- P60
- Income Support letter for April 2024 onwards
- Universal Credit (online, must include breakdown)
- Tax Credit letter (if not on Universal Credit yet)
- Most recent wage slip
- Self-employed earnings (official tax return)

LINK TO GOVERNMENT INFORMATION

<https://www.gov.uk/1619-bursary-fund>

Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £40,000 per annum, your child will not be eligible for a bursary.

The amount of financial assistance your child will receive is dependent on your personal circumstances. It is intended to help them with the costs of overcoming any barriers they may have when attending learning. Using the table below, please tell us what you think they will need financial assistance for and how much you believe they will need for each day in learning.

This information is strictly confidential and will only be used for this assessment purpose.

	How much will they need?	How many days?
Travel		
Meals: Breakfast		
Meals: Lunch. Payment for school lunches will be included		
Appropriate clothing to suit training and placement requirements		
Equipment		
Any other eg residential contribution		

Learner Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners.
- No payment will be made during holiday periods.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, ie trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Welcome Programme.

I confirm I have read the 'Bursary Fund - Information for Learners' which was given to me with this application.

Applicant Signature
Key Worker Signature

Date
Date

THE PROCESS

- Session for Post 16 team explaining the 16-19 bursary
- Letter to parents inviting applications
- Session for parents
- Appropriate form sent to parents
- Evidence gathered to establish eligibility
- Discussion with team to determine needs
- Meeting with SLT to approve. Decisions made by School.
- Application submitted with finance

MANAGEMENT OF BURSARY

- Funds received from Skills Funding Agency
- Residential students in receipt of bursary: finance informed
- School lunches. Office staff informed who is eligible.
- Equipment: Ordered using bursary specific codes (information retained in student file)
- Community fund (managed with bursary specific petty cash)
- Other expenditure logged against student records
- Letter of award sent to parent/carer

NOTES

- You can apply for either the Vulnerable Student Bursary or the Discretionary Bursary; not both
- You must provide the evidence on the application form for your application to be processed
- If your child/young person intends going on the Post 16 residential trip the contribution from the family will be taken from the bursary.
- Bursary funds are to support the additional costs of education for 16–19-year-olds and we may be asked for evidence that they are used appropriately
- We involve the class/therapy team in applications to best support students and families.
- My role: publicise, evidence, work on application with parents/carers & class team
- Student must be at least 16 years old on 31 August 2024. Mid-year transfers not eligible that year

ANY QUESTIONS?