

May 2016

Dear Student

Re: Bursary Fund 2016/17

The Government has set up a fund targeting support towards the most financially disadvantaged 16 to 19 year olds to ensure every young person participates in and benefits from a place in 16-19 education or training.

In essence the Government has given the school a pot of money from which we have to decide who is eligible for extra financial help. They have provided guidance which is summarised overleaf in the 'Bursary Fund: Guidance Notes'. Further information can be found at <https://www.gov.uk/1619-bursary-fund/overview>

If you feel that you are eligible for either the Vulnerable Student Bursary or the Discretionary Bursary, please complete the application form attached and return it with copies of any relevant evidence as soon as possible.

Your support in this matter is much appreciated.

Yours faithfully

Mr M Colman
Head of Sixth Form

Guidance Notes

The Arnewood School 16-19 Bursary Fund is designed to help and support any student over 16 and under 19 at the start of the school year who faces financial barriers to participation in education and training, such as costs of transport, food, clothing or stationery. For larger items of equipment (over £50) a request must be submitted before purchase as the school may be able to provide this.

There are 2 possible schemes available, but students will only be eligible for one or the other:

Vulnerable Student Bursary

You could get up to £1,200 if at least 1 of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit in your name
- you're disabled and get both Employment and Support Allowance (ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

If you're a parent you'll also need to be living away from your own parents to qualify.

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. You'll usually get less, or no bursary, if your course is shorter, you study part time or have few expenses.

Discretionary Bursary

This bursary is available to The Arnewood School Sixth Form students not eligible for the Vulnerable Student Bursary who live in a household whose family income is £16,190 per annum or less and whose parents/carers are in receipt of any of the following:

Income Support.

Income-based Jobseeker's Allowance.

Income-related Employment and Support Allowance.

Support under Part VI of the Immigration and Asylum Act 1999.

The guaranteed element of State Pension Credit.

Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.

Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

The level of support which the school can offer is dependent on the total funding received from the Education Funding Agency and the number of applications it receives. The level of funding may vary during the academic year.

Additional Help

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Head of Sixth Form for more details.

Payment Conditions

All bursary payments will be directly linked to attendance, behaviour and performance.

Students on apprenticeships are not eligible to apply.

Only claims supported by valid receipts will be paid.

Application Form

Sixth Form 16-19 Bursary

This form must be completed by the student applying for the bursary funding. Please complete this form and submit to the finance office together with copies of your supporting evidence

SECTION 1 – Student Details (please print details and complete in black ink)

First Names:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No.

SECTION 2 – Vulnerable Student Bursary (up to £1,200 per annum). Please tick the box that applies to you:

- I am student living in care
- I am a student who has recently left care
- I am a student in receipt of income support or Universal Credit in my own name
- I am a student in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance (or Personal Independence Payment)

(If you are applying for a Nominated Bursary and have completed Section 2 please now go to Section 4)

SECTION 3 – Discretionary Bursary

I am a student who permanently lives in a household whose parents/carers receive one of the following. (Please tick the appropriate box)

Name of person receiving benefit:	Income Support	Job Seekers allowance	Employment Support Allowance	Support under Part V1 of the Immigration and Asylum Act
1.				
2.				

Please note: If you are not in one of the above categories you must provide proof of family income.

Financial Assessment – Income

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

Name of Person receiving income:	Are you employed	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof

SECTION 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring with this application form to enrolment. **Please tick the ones you are providing.**

Type of Income	Evidence Required	Tick if supplying
Annual Salary	P60 for tax year 2015 -16, or last week in March 2016 payslip or month 12 (March 2016) payslip or Working Tax Credit Award Notice marked 2016-17	
Income Support	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter – dated within the last 3 months	
Carer’s allowance	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 “2016-17”. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice marked “2016-17”. Must be for full year and not partial award (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter – dated within the last 3 months	
Any Other Income	Relevant paperwork	

SECTION 5 – Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application.

SECTION 7 - Declaration

Please read the declaration below 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 support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the school of any change in my circumstances 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 (Parent or Carer named above):..... Date:.....