

Information for Parent/Guardian/Carer(s)

1. What is the 16-19 Bursary Fund?

The 16-19 bursary is a monetary fund to help with education costs and are studying at a publicly funded or college in England. Theale Green School will follow the 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure. We will record along with evidence of eligibility with our guidelines.

2. What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible young people with the costs of transport, food, books, educational visitor or other course materials or equipment essential to the successful completion of their programme of study.

3. Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support. There are two types of 16-19 bursaries: a vulnerable bursary and a discretionary bursary.

4. What are the eligibility criteria?

Young people can apply for a bursary if they are 16 or over but under 31 August 2022 and meet the national residency requirements for post-16 provision.

Students can apply for a **vulnerable bursary** if they are

- x in care
- x care leavers
- x receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- x receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursary Awards

Institutions make discretionary bursary awards to students to help them overcome the individual barriers to participation they face. This means to help with the cost of travel, to buy essential books or equipment or specialist clothing (such as protective gloves for example). These are items the student would otherwise need to pay for in order to participate.

Students can apply for **Discretionary Bursary** if their **gross** annual household income, as assessed by HM Revenue & Customs, does not exceed **£25,000**. On submission of the application form, we request that you provide the most recent monthly universal credit award statements. The take home pay figure in addition to the amount of Universal Credit awards made will provide the total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year.

5. Can students still apply if they don't meet the eligibility criteria?

Yes, providing they meet the age and residency eligibility criteria. Students in exceptional circumstances suffering financial hardship who meet the general ESFA eligibility criteria but not the specific criteria for bursaries may apply in writing to justify their application. Based on the information received and if financial hardship is identified, the student will be awarded an amount of money to be determined by Theale Green School depending on individual circumstances and availability of funding. Re-imburement of some costs such as travel cost may depend on submission of evidence e.g. Travel Tickets/Weekly Pass. In addition, if other barriers are identified, students assessed as being eligible for the discretionary element, can also request financial assistance. This could be for clothing, equipment etc. In both cases the student will complete an application form and will provide the required evidence. The application will be processed in a timely manner by Theale Green School (upon receipt of the required evidence) and the student will be made aware of the outcome in writing. Receipt of the bursary will be conditional on the student meeting Theale Green School's standards of attendance and behaviour.

6. How and when do they apply?

To apply, they must complete the 16-19 Bursary Fund Application Form (available on the school website) and submit this to The Finance Office with the correct supporting evidence by Friday October 2nd.

Students are able to apply for a Bursary at any point in the year but those applying before the date above will be given priority. Bursaries can only be made after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

7. How much is the Bursary?

The **Vulnerable Bursary** is **up to £1,200** and the **Discretionary Bursary** is **decided by the school**. The exact amount is dependent on individual circumstances and funds available.

8. Will the Bursary affect any benefits I may be receiving?

No, it will not affect any benefits or financial support you are receiving from elsewhere.

9. How and when does it get paid?

If your young person applies and is successful, they will need a **Bank Account** for the Bursary to be paid into, our preferred method is to pay via BACs which we will need:

Account Name: **Bank Name:**

Bank Account Number: **Sort Code:**

Alternatively, we can pay by cheque.

10. Confidentiality

Applications and supporting evidence will be confidential. If it is necessary to share information or to obtain additional information to reach a decision, the student and/or their

parent/carer will be told the reasons why this is necessary prior to sharing any information further. 9. Further Information Further national information on the 16-19 Bursary Fund can be found as follows on the Department for Education website.

Please also sign and return the declaration slip when submitting an application form.

Declaration Slip

I can confirm that the evidence we have provided on the bursary application is correct to the best of our knowledge and belief. Please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. There is also the possibility that fraudulent applications could result in a referral to the police with the possibility of prosecution.

Student Name:

Name of Parent / Carer:

Parent / Carer Signature:

Date:.....