

# Post 16 Student Bursary



## All Saints' Catholic Voluntary Academy, Mansfield

The academy has a limited fund available to help Post 16 students in financial need, this fund is used within the guidance of the DFE and ESFA policy guide updated March 2021.

Cash will not be given but we will provide goods (e.g. text books, subsidised transport etc.)

To apply for support you must complete the form below and hand in to Mrs Woolley (Sixth Form Administrator). Applications will then be assessed. Please note that the form must be fully completed and appropriate evidence attached. Failure to complete the form appropriately and provide relevant details and evidence will result in the form being returned and a delay in the consideration of the individual.

Funds are limited and unlikely to be sufficient for every application. Students who meet the following criteria will be given priority in bursary allocations: students in care, care leavers, students in receipt of Income Support or Disability Living Allowance and Employment Support Allowance, young carers, and those who are in receipt of free school meals, or low income households.

Partially completed applications will not be considered and all applications must include relevant evidence to support the application. Students are required to submit applications for each academic year and allocation of awards in one financial year does not ensure allocation in the next academic year.

Section 1 – Personal Details			
Your Name		Form	
Please detail what support you are requesting. This should be a detailed description and a value – students should ideally submit applications prior to purchasing goods however this may not always be possible if you have already purchased the goods then please attach receipts and identify this in the further detail's column.			
Key considerations / support	Wish to apply for (please tick as applicable)	Further details and requested support	Office use only – amount awarded
Travel (to / from Sixth Form)		Method of transport - ..... Miles from home to school - .....  Bus details School Bus / Service Bus Bus number - ..... Cost of passes - £.....	
Meal allocation / catering			
Educational resources to support learning (for example folders, stationary etc)		Please provide details of required items and identify subject needs;	
Published materials for subjects		Text books required for subjects please provide details of books and course materials as required;	

		<table border="1"> <thead> <tr> <th>Title of book</th> <th>ISBN number</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title of book	ISBN number	Cost				
Title of book	ISBN number	Cost							
IT/specialist equipment/materials/specialist clothing for subjects studied		Please provide details (subject, items needed etc)							
Subject-Specific Educational Visits		Please provide details – (subject, details of trip including location and date, cost of trip)							
Higher Education visits		Please provide details – (details of trip including location and date, cost of trip)							
Exam fees – Resits		Please provide details – subject, achieved grade and reason for resit.							

<p>Higher Education costs (UCAS fees, entry test fees, travel to open days / interviews)</p>		<p>Please provide further details  UCAS application fee - £.....  Entry test application fee - £.....</p> <p>Open day details (up to 6 to be funded) provide details of the university, dates, mode of transport, distance from home, cost of transport / fuel)</p> <p>Interviews  Open day details (up to 6 to be funded) provide details of the university, dates, mode of transport, distance from home, cost of transport / fuel)  Please provide evidence of you invite to interview.</p>	
<p>Other educational needs (please give details) eg financial contribution towards the dress code</p>		<p>Please provide full details</p>	
<p>Total estimated cost of this support</p>		<p>Subjects you are studying</p>	

<p>Do you fall into any of the following groups?</p> <p><input type="checkbox"/> You are in care</p> <p><input type="checkbox"/> You are a care leaver</p> <p><input type="checkbox"/> You (not parents) are in receipt of Income Support</p> <p><input type="checkbox"/> You (not parents) are in receipt of Disability Living Allowance &amp; Employment Support Allowance</p> <p><input type="checkbox"/> You are eligible for free school meals</p> <p>If you answered yes to any of the above please provide more details below and supporting documentation as listed in Appendix 1</p>	<p><input type="checkbox"/> I live with and am financially dependent on parents/carers</p> <p><input type="checkbox"/> I live independently from my parents and support myself financially</p>
<p>Further details;</p>	<p>List of attached documents as supporting evidence;</p>

Household Income	
<p>Please detail your own income (amount &amp; source) provide evidence of all income</p>	
<p>Father's Name</p>	<p>Mother's Name</p>
<p>Father's income (please provide evidence e.g. P60, last two payslips)</p> <p><input type="checkbox"/> Paid employment.....</p> <p><input type="checkbox"/> Job seekers allowance .....</p> <p><input type="checkbox"/> Disability allowance .....</p> <p><input type="checkbox"/> Carer's allowance.....</p> <p><input type="checkbox"/> Income support.....</p> <p><input type="checkbox"/> Other .....</p> <p>Please see appendix 2 for additional materials required to support application</p>	<p>Mother's income (please provide evidence e.g. P60, last two pay slips)</p> <p><input type="checkbox"/> Paid employment.....</p> <p><input type="checkbox"/> Job seekers allowance .....</p> <p><input type="checkbox"/> Disability allowance .....</p> <p><input type="checkbox"/> Carer's allowance.....</p> <p><input type="checkbox"/> Income support.....</p> <p><input type="checkbox"/> Other .....</p> <p>Please see appendix 2 for additional materials required to support application</p>
<p>Any other household income (please provide evidence)</p> <p><input type="checkbox"/> Child maintenance .....</p> <p><input type="checkbox"/> Housing benefit.....</p> <p><input type="checkbox"/> Council tax benefit.....</p> <p><input type="checkbox"/> Other.....</p>	<p>Any other information to allow us to assess your application – please identify supporting documents which have been attached to this application.</p>

**Student Declaration:**

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the Sixth Form will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave the Sixth Form or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

Signed ..... Date .....

Full name (in block capitals) .....

**Parent/Carer Declaration:**

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the College will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the student named on this form leaves Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

Signed ..... Date .....

Full name (in block capitals).....

**Payment details**

In the majority of cases, successful applicants will receive an award ‘in kind’ in the form of a bus pass, contribution towards meals, or help with educational visits, for example. Where payments are made to students to reimburse expenditure, students must provide copies of purchase receipts as proof of purchase, these will be held on file and payments will be made by BACS transfer into the students own bank account. Please insert the details below:

Account holder full name (students)	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

Supporting evidence

## Appendix 1 – Evidence required

Situation / Circumstance	Required Evidence
Young people in care or care leaver	Letter / email from social worker / local authority
Young people in receipt of Income Support (or universal credit) in their own right	Supply one more of the following; <ul style="list-style-type: none"> <li>- Copies of the benefits paperwork awarding the benefit</li> <li>- Last 3 months of credit award notice</li> </ul>
Young people in receipt of Employment and Support Allowance or Universal credit and Disability allowance in the own right	Supply one more of the following; <ul style="list-style-type: none"> <li>- Copies of the benefits paperwork awarding the benefit</li> <li>- Last 3 months of credit award notice</li> </ul>
In receipt of Free Schools Meals	Local Authority or school confirmation of Free Schools Meals award.

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with ESFA guidance.

## Appendix 2

Situation / Circumstance	Required evidence
Household income – paid income	Please provide one or more of the following; <ul style="list-style-type: none"> <li>- Copies of any paperwork relating to benefits provided.</li> <li>- Last 3 months universal credit award</li> <li>- P60 (tax year ending April 2021, upto April 2022)</li> <li>- Last 3 months pay slips</li> <li>- Evidence of self employment earnings (certified accounts for financial year upto April 2021, until April 2022)</li> </ul>
Job seekers allowance, Disability allowance, Carer's Allowance, Income support, child maintenance, housing benefit, council tax	Please provide one or more of the following; <ul style="list-style-type: none"> <li>- Copies of any paperwork relating to benefits provided.</li> <li>- Evidence of the last 3 months payments</li> </ul>
Young people who have been affected by sudden exceptional changes to their financial circumstances	Supporting letter from parent/carer or please contact the Principal in confidence for advice

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with ESFA guidance.

## Office use only

	Signature	Date
Application received – electronically / hard copy		
Application uploaded to be considered and secure file created		
Application submitted in full and supporting evidence attached		
Evidence reviewed		
Further evidence / action required (please detail)		
Application meets the eligibility criteria Yes / No		
Application approved for bursary Yes / No <ul style="list-style-type: none"> <li>- Vulnerable groups bursary</li> <li>- Discretionary bursary</li> </ul> If no reason why the application has not been successful;		
Decision sent to student – email /letter		
Details of awarded allowance		
Details sent to Finance team		
Decision appeals  Date of appeal – Appeal hearing date – Persons present at the appeal- Appeal decision – Notification sent to applicant -		