**TURTON SIXTH FORM**

**16-19 BURSARY FUND**

**APPLICATION FORM**

**2020/21**

**Please return the completed application to the Sixth Form Office by Friday 25th September 2020, along with the necessary documentation/evidence requested to support your application.**

**Bursaries Available**

**Bursaries for young people in defined vulnerable groups**

Students who meet one of the 4 criteria below and who have a financial need can apply for a bursary for vulnerable groups of up to £1,200 per year (if they are participating on a study programme that lasts for 30 weeks or more; a pro-rata amount is paid to students on study programmes of less than 30 weeks). This reflects that students in these groups may need a greater level of support to enable them to continue to participate. Students must be eligible for the bursary for defined vulnerable groups in each year they require support.

The defined vulnerable groups are students who are:

• in care

• care leavers

• 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

• 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 Bursaries**

Turton Sixth Form makes discretionary bursary awards to students to help them overcome the individual barriers to participation in education that they face, for example, help with transport, books and equipment, field trips and other course-related costs. Funds may also be available to contribute to the costs of attending university interviews and open days.

Turton Sixth Form offers two types of discretionary award.

**1. Low Household income**

Currently applications for a bursary are considered where the student receives free school meals or where household income is below £26,000.

Students need to detail what they require the bursary for and how much is required. For example:

* Help may be required to provide transport to school. Details of the journey and the cost must be included in the application.
* Students studying certain subject may require help to purchase books and equipment, again details of the items and the costs must be included in the application.

Applications will be individually assessed and the decision to make a payment will be based on household income **AND** information on the reasons why the funding is required.

A payment will be made at the end of each half term if the student meets the following conditions of behaviour:

• Attends all subject lessons.

• Attends all tutorial sessions.

• Follows the correct Notification of Absence Procedure, provided at induction.

• Adheres to the expectations detailed in the Student Sixth Form Agreement.

 *If you are not already claiming free school meals but think you may be eligible, you should contact the Local Authority for the area you live. To qualify for free school meals parents/guardians usually receive one of the following:*

*Income Based Job Seekers Allowance, Income Related Employment Support Allowance, Income Support, Universal Credit (your earned income must be less than £7,400 a year), Child Tax Credit only with an annual income of less than £16,190, Pension Credit- Guaranteed Credit or Support Under the Immigration and Asylum Act 1999.*

**2. Additional Discretionary Support**

Students who face financial hardship or unusual expenses during the year can apply at any time for financial support from the bursary fund. This support may be on a regular or a one off basis. One off support could be for equipment, educational trips, and university visits etc.

**Students Details**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(You must be under 19 years of age on 31st August in the academic year in which you start your programme of study).

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Course Details**

Which courses are you taking?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Residency**

To be eligible to receive a bursary you must satisfy the residency in the EFA Funding Guidance for 2020/21[[1]](#footnote-1). This document will set out the evidence that is required to confirm eligibility. You will need to confirm your eligibility by marking the box below that applies to you. You should be aware that we may ask you to prove that you meet the residency criteria.

**Q1** *(Mark one box only)*

1. I am a British Citizen and I have lived in the UK for at least three years

 prior to the start of my learning programme.

1. I have ‘settled status’ and have been ordinarily resident in the UK for at

least 3 years prior to the start of my learning programme.

1. I am a national of any European Union (EU) country (including Gibraltar)

or the spouse or civil partner or child of an EU national, and have been ordinarily

resident in the EEA or Switzerland for at least three years prior to the start of my

learning programme.

1. I am an EEA migrant worker who has the right to work in the UK, or the spouse

or civil partner or child of an EEA migrant worker, who is ordinarily resident in

the UK at the start of my learning programme, and have been ordinarily

resident in the EEA or Switzerland throughout the three years prior to that; **or**

I am the child of a Swiss national who is ordinarily resident in the UK at the start

of your learning programme, and have been ordinary resident in the EEA or

Switzerland for the three year period prior to that; **or**

I am the child of a Turkish migrant worker, who has the right to work in the UK

and who is ordinarily resident in the UK at the start of your learning programme,

and have been ordinary resident in the EEA, Switzerland or Turkey for the

three year period prior to that.

1. I am recognised as a refugee by the UK Government, or the spouse or

civil partner or child of a refugee, or have been granted Humanitarian Protection,

or have EU Temporary Protection.

1. None of the above.

**Students Domestic Details**

As the college is responsible for identifying who is eligible for payments you must answer the questions below and provide us with the appropriate evidence as stated on the following pages of this application form.

 **Yes No**

**Q1**

Are you in Local Authority care, a care leaver or living with foster carers?

**Q2**

Are you 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?

**Q3**

Are you 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?

**Q4**

Are you applying for a low household income discretionary bursary as you receive free school meals or your total household income is below £26,000?

**Q5**

Are you applying for an additional discretionary support bursary due to financial hardship or unusual expenses?

**All applications will need to be supported by evidence as detailed below.**

**Supporting Evidence**

**If you have answered ‘Yes’ to Q1**

If you are not a previous Turton School student and are applying as a new student, please provide written confirmation of your current or previous looked-after status from the local authority which looks after you or provides you’re leaving care services.

**If you have answered ‘Yes’ to Q2 or Q3**

Please provide a letter (dated within the last 3 months) from the Department of Work and Pensions setting out the benefit/s to which you are entitled.

**If you have answered ‘Yes’ to Q4**

If you are receiving free school meals then please provide a copy of the letter of entitlement to Free School Meals from your Local Authority.

If you are not receiving free school meals but your total household income is below £26,000 then please complete form A and provide evidence of your total household income. Allowable documentary evidence is detailed on form A.

**If you have answered ‘Yes’ to Q5**

Please provide details of your mitigating circumstances or unusual expenses on form C.

**Form A**

**For applications where total household income is below £26,000**

**Please give details below of the household members who are responsible for you:**

|  |  |  |
| --- | --- | --- |
|  | **Person 1** | **Person 2** |
| **Surname** |  |  |
| **First name(s)** |  |  |
| **Relationship to Learner** |  |  |
| **Telephone Number** |  |  |
| **Number of dependent Children in the household** |  |

**Documentary evidence of total household income**

|  |  |  |
| --- | --- | --- |
| **Type of Income** | **Evidence required** | **Please tick relevant box/s** |
| Working Tax Credit (full document) | Working Tax Credit Award Notice dated 2020-2021 (full award notice) |  |
| Child Tax Credit (full document) | Working Tax Credit Award Notice dated 2020-2021 (full award notice) |  |
| Income Support  | Entitlement/Award letter. |  |
| Income-related Employment Support Allowance  | Entitlement/Award letter. |  |
| Universal Credit  | 3 most recent monthly award statements. |  |
| Annual Salary  | P60 for tax year 2019-20  |  |
| Disability living Allowance (or Personal Independence Payment) and Employment Support allowance | Entitlement/Award letter. |  |
| Carer’s Allowance | Entitlement/Award letter. |  |
| Any other Income | Relevant paperwork |  |

**If you are unsure what evidence/documentation to provide, please contact Mrs Thomas in the Sixth Form Office.**

**Form B**

**To be completed by all applicants**

Turton Sixth Form makes bursary awards to students to help them overcome the individual barriers to participation in education that they face, for example, help with transport, books and equipment, field trips and other course-related costs. Funds may also be available to contribute to the costs of attending university interviews and open days.

**You must complete this information in order for your application to be assessed. Provide as much detail as possible.**

|  |  |
| --- | --- |
| **Weekly** (e.g. transport to college) | **Cost per week** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Annual/Individual** (e.g. Equipment, books, trips, university visits etc.) | **Cost per year** |
|  |  |
|  |  |
|  |  |
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**Form C**

**Additional Discretionary Support**

Students who feel they have exceptional/mitigating circumstances or unusual expenses which may prevent them continuing in education please complete the supporting statement below, giving the reason for your application and details of the support required and the approximate cost.

**Conditions of Receipt of the 16 to 19 Bursary 2020/21**

If you are successful in being awarded a bursary, receipt of the bursary is on condition that you:

* Attend 95% of subject lessons.
* Attend all tutorial/registration sessions.
* Follow the correct Notification of Absence Procedure, provided at induction.
* Adhere to the expectations detailed in the Student Sixth Form Agreement.

**Please note that if you have excessive absence or a poor record of attendance, you will be interviewed by a member of staff and it could result in the Bursary being suspended, reduced or withdrawn. It is your responsibility to ensure that you are provided with and understand the above procedures and agreements at induction.**

**Declaration**

I declare that the information I have provided to support this application is complete and true and I understand that knowingly making a false statement will result in the bursary payments being suspended or withdrawn.

I also understand that:

* If I do not keep to the conditions set out by the college or if I leave my learning programme, I will not be eligible to receive payments.
* If my financial circumstance changes/improve I will inform the college.

(For audit purpose you may be asked to provide evidence to confirm that your status is unchanged).

Student’s Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tutor Group: \_\_\_\_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office use only**

Date Application received by the college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Bank or Building Society account Details**

If you are successful in your application for the 16 – 19 Bursary Fund, to receive payments you must normally have a bank account in your name that will accept BACS payments. Students aged 16 can open a basic bank account. The basic bank account will allow BACS transfers and allow the student to withdraw money. More information on basic bank accounts can be found at British Bankers’ Association. (https://www.bba.org.uk/customers/personal-banking/accessible-banking/).

To enable the college to make payments into your bank account, please provide us with the details below. The completed form should then be returned with your application form to the 6th Form Office.

Full Name of Applicant/Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank/Building Society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code (6 digits): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number (8 digits): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Admission/ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicants full address:

**If you do not have a bank account, please inform Mrs Thomas in the Sixth Form the office.**

1. This guidance will be published at:

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision> [↑](#footnote-ref-1)