

Applicants Name: _____ Tutor group _____

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: _____

Email Address: _____

Home phone no: _____

Mobile phone no: _____

Course Details

Which courses are you taking?

Residency

To be eligible to receive a bursary you must satisfy the residency in the EFA Funding Guidance for 2020/21¹. 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)

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) None of the above.

¹ This guidance will be published at:

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Q5 Are you applying for an additional discretionary support bursary due to financial hardship or unusual expenses?	<input type="checkbox"/>	<input type="checkbox"/>

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 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/). (<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.