

Our Ref: 87508937

Academic Year 2023/24

Re: The 16-19 vulnerable bursary, discretionary bursary and minor bursary scheme

Dear Parent/Carer and Student

As you may be aware, the Government introduced the 16-19 Bursary Scheme, which was implemented in September 2011 and replaced the EMA scheme.

Vulnerable Bursary Scheme

The following is a summary of the scheme:

Eligibility Criteria

A bursary of up to **£1,200** for young people who are aged between 16-19 and are:

- in care or are care leavers
- receiving Income Support or Universal Credit (UC) because you are financially supporting yourself
- receiving Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit (UC)
- receiving Personal Independent Payment (PIP) in your name and either, Employment Support Allowance (ESA) or Universal Credit (UC)

The amount you may get depends on the costs you have and what you need for your course. This may include money for books, equipment, or travel costs to school/college.

Discretionary Bursary Scheme

A **discretionary** bursary is available to young people under 19 facing financial barriers to participation in Further Education. We have agreed the following:

Bursary – To help with essential costs towards the participation in the student’s learning programme such as travel, meals, stationery, and equipment costs whilst attending college, university open days and work placements.

You can apply for the Bursary if you have an annual household income below **£42,000**.

The banding criteria are as follows:

Household annual income below **£23,000** will receive the maximum **band 1** bursary amount.

Household annual income between **£23,001** and **£28,000** will receive **band 2** bursary amount.

Household annual income between **£28,001** and **£33,000** will receive **band 3** bursary amount.

Household annual income between **£33,001** and **£42,000** will receive **band 4** bursary amount.

Household annual income above £42,000 will not be eligible to apply for the Major Bursary, however you may be entitled to a minor bursary claim (**please see ‘Minor Bursary’ section below for further information**).

You can apply for the Bursary at any point throughout the year (dependent on funding) but only applications received within the month of September will be backdated to the first day of term. We will aim to assess all applications and approve them as quickly as possible so that we start processing bursary claims from October onwards.

Bursary amounts will be confirmed once all applications have been assessed but please note that amounts awarded may fluctuate through the year dependant on the number of students applying throughout the year.

Minor Bursary Scheme

We also have a Minor Bursary Scheme if you do not meet the above criteria to help with emergency meal costs whilst attending college, university open days and trips.

You can apply for funding for this scheme throughout the year of up to a maximum of £100 dependent on funding available.

Please note that any resources applied for must be ordered directly through the school, as reimbursement of costs cannot be guaranteed.

You can find all application forms and guidance on the Sixth Form Area of South Hunsley School & Sixth Form College's VLE: Induction Area. Alternatively, you can collect a pack from the Sixth Form Office or from the Finance Office.

If you have any queries or questions regarding the 16-19 Bursary Scheme, then please do not hesitate to contact me.

Yours faithfully

A handwritten signature in cursive script that reads "S. Steele".

Miss S Steele

sophie.steele@southhunsley.org.uk
01482 631208 (251)
South Hunsley School and Sixth Form College
Sixth Form and Finance Departments

APPENDIX A
16-19 BURSARY FUND APPLICATION FORM 23/24
Discretionary Bursary

1 Student Details

Surname / Family name	
First name(s)	
Gender	
Date of Birth (dd/mm/yyyy)	
Age on 31 st August 2023	
You must be aged 16, 17, or 18 on 31 st August 2023 to apply.	

2 Address Details

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

3 Bank Account Details

Please note: The account details provided below must be the applicant's information only.

Name:	
Sort Code:	
Account Number:	

4 School /College /Provider Details

Name of current institution	South Hunsley School & Sixth Form College
-----------------------------	---

5 Course Details

Full time	
-----------	--

6 Personal Circumstances

Are you or have you been in the LA care system for 13 weeks or more since you were 14?	Yes / No
--	----------

Are you in receipt of Income Support	Yes / No
--------------------------------------	----------

Do you consider yourself disabled and in receipt of Employment Support Allowance and Disability Living Allowance	Yes / No
--	----------

Are you or have you been in receipt of free school meals within the last year?	Yes / No
--	----------

7 Household Members,

Please include all persons who live in the household, including siblings

	Student	Other household member	Other household member	Other household member
Surname				
First name(s)				
Relationship to Learner				

8 Financial Assessment – Income

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

Student	Are you employed? (Yes / No)	If yes, please submit 22/23 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 22/23 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 22/23 P60 for details
Other household member	Are you employed? (Yes / No)	If yes, please submit 22/23 P60 for details

If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.

Benefit received	Student	Other household members	Other household members	Other household members
Universal Credit				
Disability Living Allowance				
Incapacity Benefit				
Carer's Allowance				
Council Tax Benefit				

9 Financial Assessment – Other Income

Please tick the relevant boxes to indicate all other income received into the household

Other Income	Universal Credit	Child Benefit	Grants or Bursaries etc	Any other income / benefit – please specify
Student				

Other household members				
Other household members				
Other household members				

10 Evidence

Whatever you have declared in question 5 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

Type of Income	Evidence Required	Evidence Received (Tick)	Amount
Annual Salary	P60 for tax year 2022-23, or week 52 (last week in March 2023) payslip or month 12 (March 2023 payslip)		
Universal Credit	Entitlement / Award Notice letter – dated within the last 3 months		
Incapacity Benefit	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		
Child Benefit	Award letter or copy of bank statement showing payment		
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid		
Any other income	Relevant paperwork		

Declaration

Please read the declaration below and read carefully before signing:

- 1 I declare that the statements made on this form are true and to the best of my knowledge and believe are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. I also undertake to inform the South Hunsley School & Sixth Form College of any alteration to any of the particulars in writing. I agree to repay South Hunsley School & Sixth Form College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**

- 2 It has been explained to me that evidence of my status as a young person in care or care leaver and / or that I have had access to free school meals is required. The school / college / training provider have told me that they will need to seek confirmation from the Local Authority in which I am resident and to do this my application form will be sent to that Local Authority. Confirmation of the details included within this financial assessment will be required in writing from that Local Authority, (email communication is acceptable). I consent to this information being shared with the Local Authority for this purpose and I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.**

- 3 I am aware that the funding covers only this academic year and that I must re-apply and/or reconfirm 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

Print Name

Signed (Person 1 or 2) Date

Signed South Hunsley School

Date:

APPENDIX A
16-19 BURSARY FUND APPLICATION FORM 23/24
Minor Bursary Fund
(up to £100 can be claimed)

1 Student Details

Surname / Family name	
First name(s)	
Gender	
Date of Birth (dd/mm/yyyy)	
Age on 31 st August 2023	
You must be aged 16, 17, or 18 on 31 st August 2023 to apply.	

2 Address Details

Home Address	
Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

3 Bank Account Details

Please note: The account details provided below must be the applicant's information only.

Name:	
Sort Code:	
Account Number:	

4 School /College /Provider Details

Name of current institution	South Hunsley School & Sixth Form College
-----------------------------	---

5 Course Details

Full time	
-----------	--

Declaration

Please read the declaration below and read carefully before signing:

- 3 I declare that the statements made on this form are true and to the best of my knowledge and believe are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the South Hunsley School & Sixth Form College of any alteration to any of the particulars in writing. I agree to repay the South Hunsley School & Sixth Form College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
- 4 It has been explained to me that evidence of my status as a young person in care or care leaver and / or that I have had access to free school meals is required. South Hunsley School & Sixth Form College have told me that they will need to seek confirmation from the Local Authority in which I am resident and to do this my application form will be sent to that Local Authority. Confirmation of the details included within this financial assessment will be required in writing from that Local Authority, (email communication is acceptable), I consent to this information being shared with the Local Authority for this purpose and I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.**

Signed (Student) Date