



**APPLICATION FOR 16-19 BURSARY**

Please return **both** sides of completed form to the 6<sup>th</sup> form Pastoral Manager

Surname: .....

Forename: .....

Date of Birth: .....

Full Address: .....

.....

Mentor Group (including study year): .....

Are you currently receiving Free School Meals? Yes/No

Please confirm (tick) which of the following applies and provide the appropriate evidence with this application – (applications will not be considered without the appropriate supporting evidence)

**Vulnerable Bursary:**

- you're in or you recently left local authority care (evidence not required)
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

**Discretionary Bursary:**

- Family is receiving:
  - Income Support / Universal Credit
  - Employment Support Allowance (ESA)
  - Child Tax Credit with annual Inland Revenue assessed income:
    - a. Priority 1 – below £16,190
    - b. Priority 2 – between £16,190 and 21,000
    - c. Priority 3 – between £21,000 and £25,000
- Total household income is under £25,000 per annum
- Guaranteed element of State Pension Credit

**Acceptable Supporting Evidence (please tick what has been supplied):**

- Official Letter/Award Notice setting out entitlement to Income Support/Disability Living Allowance /Employment Support Allowance/Universal Credit/Personal Independence Payments
- Child tax credit with annual Inland Revenue assessed income award notice
- Evidence of annual income if self-employed (official tax return)
- Evidence of low household income (under £25000 per annum – 3 months of wage slips/bank statements)
- P60

**Declaration:**

I/we certify that the information given is, to the best of our knowledge and belief, correct and that I/we understand that the College may make enquiries as necessary to verify the information given. I/we understand that an application for Bursary Funding does not mean automatic entitlement.

I/we confirm that I/we will notify the college of any change in circumstances and that giving false information will invalidate this application.

I/we understand that Bursary Funding is dependent on meeting ICC's expectations, and may be stopped due to poor behaviour/attendance n non-compline of 6<sup>th</sup> form rules.

Student Signature (mandatory) .....

Date.....

Parent/Carer signature (if applicable) .....

Date .....

Please return the completed form to your 6<sup>th</sup> form Pastoral Manager or Progress Leader, along with your supporting evidence.

All applications will be dealt with in a confidential manner.

Please be aware that any funding allocated will be for the current academic year only. A new application will be required for any subsequent years of study, and funding cannot be guaranteed without a review of evidence.

See Guidance Notes on Reverse



## **GUIDANCE NOTES**

This form is to be used for the application for financial assistance from the 16 - 19 Bursary Fund. Any false declaration could result in future payments being stopped and incorrectly paid funds recouped. ICC will administer the 16-19 Bursary funding as per guidance provided by the Education Funding Agency. Any appeals should be made following the school's Complaint Policy, which is available on our website.

### **Eligibility**

To receive a bursary, the young person must be over 16 on 1st September and be under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study.

All Bursary applicants will be individually assessed to identify financial need.

There are two types of awards from the Bursary Fund:

#### **Vulnerable Bursary:**

This group covers students who are looked after by the Local Authority (In Care), care leavers, and those in receipt of Income Support, and disabled students in receipt of both Employment Support Allowance and Disability Living Allowance. The award for this group of young people is up to £1,200 per academic year, and will be allocated by the ESFA via the school if their criteria is met.

#### **Discretionary Bursary:**

The 16 - 19 Bursary is designed to help support individual young people who face financial barriers to continuing on their programme of learning at ICC after the age of 16, and can be used towards the costs of transport, books and equipment. Receipts will be required.

The amount of Bursary funding awarded will be based on financial information provided at the time of application. Wider considerations that impact on the financial ability to attend a programme of learning will also be taken into account.

The College will retain a hardship fund to cover the cost of bursaries awarded throughout the academic year due to changes in the financial or domestic circumstances of individual students, or in cases of exceptional circumstances.

Details of the conditions of any payments can be found in the College's 16 - 19 Bursary Policy, which is available on the school's website or by contacting the 6<sup>th</sup> form office.

### **Data Protection**

Information collected and processed by Ifield Community College complies with GDPR legislation implemented in 2018. The information provided on this form will be used to process your application for an award from the 16 - 19 Bursary Fund and will not be shared with third parties other than Government Departments administering the fund centrally and to whom we have to report Management Information as requested.