

# Bursary Fund 2020-2021

## What is the Bursary Fund?

The 16-19 Bursary Fund is a Government scheme to help young people facing financial hardship to stay on in full time education after Year 11:

The Scheme comprises of two parts:

- A bursary of £1,200 a year for young people in the following defined vulnerable groups: in care; care leavers; young people in receipt of Income Support or Universal Credit; and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
- Discretionary awards made by institutions to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

Institutions are free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for payments for all awards; subject to the requirements of the Equality Act 2010.

## Eligibility

- The young person must be aged 16 or over and under 19 years on the 31<sup>st</sup> August 2020 at the start of the academic year in which he/she starts a programme of study;
- A student must be on a full time programme of study.
- Students that receive Universal credit, Employment Support Allowance, or Personal independence payment in their own name are eligible for a Vulnerable Student Bursary. Funding for Vulnerable Student Bursaries is held centrally by the Learner Support Service.

## The Full Bursary (£1,200.00)

Students can apply for a Full Bursary if they meet one of the following criteria:

- Student is in care;
- Student lives independently having left Local Authority Care;
- Student is in receipt of Income Support;
- Student is disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Incapacity Benefit).

## Discretionary Awards

Students can apply for this grant to fund particular needs. Once granted they will be entitled to a small bursary (paid termly in arrears) to help with the following:

- Transport to and from the Academy;
- Books/equipment/materials/specialist clothing;
- Field trips and visits related to courses;
- Exam retakes/UCAS fees;
- Travel expenses for Higher Educational Visits.

## Students can apply for the Education Support Grant if:

- They are eligible for Free School Meals or their parents are claiming one of the following benefits:
  - (i) Universal Credit;
  - (ii) Income Support
  - (iii) Child tax credit, provided they are not entitled to Working Tax Credit and have an annual taxable income as assessed by the Inland Revenue, which **from 6<sup>th</sup> April 2019 does not exceed £16,234**
  - (iv) Income based Job Seekers Allowance;
  - (v) Guaranteed Element of State Pension Credit;
  - (vi) Support under Part IV of the Immigration and Asylum Act 1999.

*Evidence will be required to support the application.*

- They come from families in the lower 40% of UK household incomes:
  - (i) Students whose annual family income was less than £20,000 in the last tax year (including benefits). This must be established through a current Working Tax Credit/Child Tax Credit Documentation/P60.

- (ii) Students who can demonstrate through Working Tax Credit/Family Tax Credit that their award has been changed to reflect a change in circumstances so that their annual family income in the current tax year has fallen below £20,000 (including benefits).

## How to Apply

The application will cover the two year period that the student is enrolled in the Sixth Form. Should they stay for a further year a new application will be required.

The 16-19 Bursary Fund Application Form must be returned to the Director of Sixth Form. Appropriate evidence will be required to support the application:

For the Full Bursary this might include:

- A letter setting out the benefit to which the young person is entitled;
- Written confirmation from the Local Authority of the young person's current or previous looked after status.

For the Educational Support Grant this should include evidence of benefits /allowances/grants or household income, e.g. P60.

## Payment

Payment will be made by BACS draft into the student's bank account once a term in arrears and on a pro-rata basis. If a student does not have a bank or building society account it will be necessary for them to open one.

Weekly payments will depend on an attendance of 98%, good behaviour and completion of work. Students and parents/guardians must sign the Bursary Fund Contract before payments can be made.

## Organisation and Appeals

- The Director of Sixth Form and the Chief Financial Officer will be responsible for deciding who receives the awards based on the criteria outlined above.
- The Bursary Fund is given to the Academy every year by the EFSA (Education Funding Agency). Once these monies have been allocated during the year the Academy will not be able to make any further grants until the new academic year.
- Appeals relating to the grant or bursary should be made in the first instance to the Director of Sixth Form.
- Second and final appeals should be made to the Principal. There will be no further right of appeal.



## 16-19 Bursary Fund Application 2019-20

| PERSONAL DETAILS |                        |
|------------------|------------------------|
| Name:            | Tutor Group:           |
| Date of Birth:   | Age as 31 August 2021: |
| Address:         |                        |
| Tel:             | Mobile:                |
| Email:           |                        |

| FINANCIAL ASSISTANCE APPLIED FOR  |
|---|
| I am applying for: (Please tick as appropriate and complete the appropriate section overleaf) |
| <input type="checkbox"/> A Full Bursary   |
| <input type="checkbox"/> An Educational Support Grant   |

**PLEASE RETURN THE COMPLETED APPLICATION to Mrs Sezen, Sixth Form Coordinator**

---



| OFFICE USE ONLY   |   |
|---|---|
| Date application received:  |   |
| Evidence Provided:  |   |
| Bursary Decision:   |   |
| Award Letter and Bursary contract sent to student:  |   |
| APPLICATION FOR A FULL BURSARY – Please tick as appropriate   |   |
| <input type="checkbox"/> I am currently in Local Authority Care<br><input type="checkbox"/> I am currently living independently and having left Local Authority Care<br><input type="checkbox"/> I am currently in receipt of Income Support<br><input type="checkbox"/> I am in receipt of both Employment Support Allowance Disability Living Allowance | <p><b>Please attach written evidence of your circumstances to support your application.</b></p> |



**APPLICATION FOR AN EDUCATIONAL MAINTENANCE GRANT**

Please tick as appropriate

I am in receipt of Free School Meals. Yes  No

My family is in receipt of one or any of the following (please tick and provide evidence)

- Income Support
- Pension Guarantee Credit
- Child Tax Credit
- Employment and Support Allowance
- Working Tax Credit
- Job Seekers Allowance (JSA)
- Support under Part IV of the Immigration and Asylum Act 1999

Was the Annual household income in the 2018-2019 tax year (including benefits) below £20,000?

YES  (Please attach proof, e.g. P60) NO

**DECLARATION**

I/We declare that the information given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/We will inform Mulberry Academy Shoreditch immediately of any change of circumstances, at any time, which may affect my entitlement to support (e.g. if I leave the Academy or if my parents' income changes.)

I/We understand that this information will not be shared with third party organisations, except for audit purposes.

I/We understand that poor attendance (below 98%), non-compliance with the Academy's Code of Conduct or the receipt of any Formal Warnings may result in the loss of financial support.

I/We understand that awards made are subject to the Academy being in receipt of sufficient funds from the Education Funding Agency.

Student signature:..... Date: .....

Print name: .....

Parent/guardian signature: ..... Date:.....

Print name: .....

**Mulberry Academy Shoreditch - 16-19 BURSARY FUND - BACS PAYMENT INPUT DOCUMENT**

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Student ID code ( <b>Academy Use Only</b> ) |  |  |  |  |  |
|---|--|--|--|--|--|

**Dear Student,**

To pay you from the above project, we need the details of the bank account where you want the money is to be paid into.

Please complete the information requested below **USING BLOCK CAPITALS** (except for 'signature'), please return this form with your 16-19 Bursary Fund Application Form.

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| <b>Your First Name</b>                   |  |  |  |  |  |  |
| <b>Your Last name</b>                    |  |  |  |  |  |  |
| <b>Name of BANK</b>                      |  |  |  |  |  |  |
| <b>Bank Sort code</b><br>(6 digits)      |  |  |  |  |  |  |
| <b>Bank Account Number</b><br>(8 digits) |  |  |  |  |  |  |
| <b>Name on Bank Account</b>              |  |  |  |  |  |  |

|                                    |  |     |
|------------------------------------|--|-----|
| Your Signature/<br>Date of signing |  | / / |
|------------------------------------|--|-----|

**(Academy use only)**

|  |  |     |
|--|--|-----|
| Input by:<br>Name/<br>Signature/<br>Date |  | / / |
|--|--|-----|

|  |  |     |
|--|--|-----|
| Checked<br>by: Name/<br>Signature/<br>Date |  | / / |
|--|--|-----|

Mulberry  
Academy Shoreditch

