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| **Bursary Fund**  **2021-2022** |

**What is the Bursary Fund?**

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are two types of 16 to 19 bursaries:

**Bursary for students in vulnerable groups**

* You could get a bursary worth up to £1,200, depending on [your circumstances and benefits](https://www.gov.uk/1619-bursary-fund/eligibility).

**Discretionary bursary**

* You could get a discretionary bursary if you need financial help but do not qualify for a bursary for students in vulnerable groups. Your education or training provider decides how much you get and what it’s used for.

Your provider will decide how you get your bursary. You might get:

* an instalment paid by cash, cheque or bank transfer
* things like a travel pass, free meals or books

# **Eligibility**

* The young person must be aged 16 or over and under 19 years on the 31st August 2021 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 Discretionary Award if \*:**

* They are eligible for Free School Meals
* They have a household income of under £18,000 in the last tax year (including benefits). The must be established through a current Working Tax Credit/Child Tax Credit Documentation/P60.
* Their parents are claiming one of the following benefits:
* Universal Credit;
* Income Support;
* Child tax credit, provided they are not entitled to Working Tax Credit and have an annual taxable income as assessed by the Inland Revenue;
* Income based Job Seekers Allowance;
* Guaranteed Element of State Pension Credit;
* Support under Part IV of the Immigration and Asylum Act 1999.
* Have an Education, Health and Care Plan (EHCP)

*\*Evidence will be required to support the application.*

**How to Apply**

The application will cover the two year period that you are in the Sixth Form. Should you stay for a further year a new application will be required. The 16-19 Bursary Fund Application Form must be returned to a member of the Sixth Form Team with the appropriate evidence (copies not originals). 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 discretionary bursary 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 you do not have a bank or building society account it will be necessary for you 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 payments 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.
* Final appeals should be made to the Executive Principal.

**16-19 Bursary Fund Application 2021-2022**

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

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| **FINANCIAL ASSISTANCE APPLIED FOR** |
| I am applying for:  (Please tick as appropriate and complete the appropriate section overleaf)  A Full Bursary  Discretionary Bursary |

**PLEASE RETURN THE COMPLETED APPLICATION TO Ms Mahgareta, Sixth Form Coordinator  
Deadline: Friday 8th October 2021**

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

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| **APPLICATION FOR A DISCRETIONARY BURSARY**  **Please tick as appropriate** |
| I am in receipt of Free School Meals  I have an Education, Health and Care Plan (EHCP) |
| 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  Support under Part IV of the Immigration and Asylum Act 1999  Job Seekers Allowance (JSA) |
| Was the Annual household income in the 2020-2021 tax year (including benefits) below £18,000? (Please attach proof, e.g. P60)    **YES**  **NO** |

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| **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**

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| Student ID code (**Academy Use Only**) |  |  |  |  |  |

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.

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| **Your First Name** |  | | | | | | | | | | | |
| **Your Last name** |  | | | | | | | | | | | |
| **Name** of **BANK** |  | | | | | | | | | | | |
| **Bank** Sort code  (6 digits) |  | |  | |  | |  | |  | |  | |
| **Bank Account Number**  (8 digits) |  |  | |  | |  |  |  | |  | |  |
| **Name** on **Bank Account** |  | | | | | | | | | | | |

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| Your Signature/  Date of signing |  | / / |

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**(Academy use only)**

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| Input by:  Name/  Signature/  Date |  |  | / / |

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| Checked by: Name/  Signature/  Date |  |  | / / |