

**REDBORNE UPPER SCHOOL  
& COMMUNITY COLLEGE**



# **16-19 Bursary Fund 2024/2025**

## **Application Form for the Full or Discretionary Bursary**

## What is the Bursary Fund?

The 16 to 19 Bursary Fund is a scheme to help young people to stay in full-time education.

The scheme is made up of two parts:

- Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving income support, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary is referred to as the 'full' bursary
- Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs. This bursary is referred to as a 'discretionary' bursary.

## Eligibility

For the full bursary of £1,200, you must meet one of the following criteria by being a:

- *you're in or you recently left local authority care*
- *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*

For the discretionary bursary, you must be a student whose parents or carers are in receipt of:

- Income support
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Child Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for the relevant tax year: £19 995
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance\*.

Or:

- **Be in receipt of Free School Meals**
- **Be providing care to a sick or disabled relative**
- **Have a long term medical condition that can affect your studies.**

There are additional criteria that need to be met to be eligible for a bursary, but it is anticipated that the majority of applicants will satisfy these criteria. These criteria include course types, residency and age restrictions. We will contact you as part of the assessment process if we believe there will be an issue with meeting these criteria.

## Applying

If you believe you are eligible for a bursary, please complete Section A if you wish to apply for the £1,200 bursary or Section B if you wish to apply for the discretionary bursary.

You can only apply for one bursary, not both.

Please enclose supporting evidence as required and detailed in the appropriate section.

## Payment

Successful applicants will receive 6 payments for the academic year 2024/25, two per term. The amount of funding for the bursary scheme is limited. For the £1,200 bursary, payments will be made according to the Education Funding Agency process.

For the discretionary bursary, the amount paid will depend on the number of successful applications received. Payments for the Autumn Term will be between the end of September and the October half term break. Subsequent payments will be made on or after the start of the third week of the relevant term/half-term.

Receipt of a payment is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behaviour and progress in your studies. Payments for the second autumn, spring and summer terms may be delayed or withheld if you fail to meet the agreed standards.

Payments will normally be made by BACS directly into your bank account.

### **Deadlines**

If you qualify, you will receive a payment for each academic term for the academic year 2019/20 from the point at which your application is received by the school. There will not be any back payments made for previous terms in an academic year.

For the Autumn Term 2024, applications are preferred by the end of September 2024 but must be received no later than **Friday 04 October 2024**.

If you miss this deadline you may still apply for support in the Spring Term of 2025.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2025.

Data Protection : The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

You must complete and return this application form to:

Mrs A Cross  
Deputy Head of Sixth Form  
Redborne Upper School  
Flitwick Road  
Amphill  
MK45 2NU