



**REDBORNE UPPER SCHOOL
& COMMUNITY COLLEGE**

16-19 Bursary Fund 2018/19

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:

- Young person in care
- Care leaver
- Young person receiving income support*
- Disabled young person receiving both Employment Support Allowance and Disability Living Allowance*.

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: £16,190
- 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.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in the place of the replacements.

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 2018/19, 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.

Final version – 17/7/17

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 2018/19 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 2018, applications are preferred by the end of September 2018 but must be received no later than **Friday 12 October 2018**.

If you miss this deadline you may still apply for support in the Spring Term of 2019. This form must be returned by 1 February 2019.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2019. The form must be returned by 17 May 2019.

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:

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

SECTION A – APPLICATION FOR THE FULL BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is:

Criteria	Tick as applicable
Young person in care	
Care leaver	
Young person receiving income support*	
Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance)*	

Evidence to include should be:

- For Young person in care or care leaver – a letter of support from your local council
- For Young person receiving income support or Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance)* – relevant documentation demonstrating entitlement.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in place of those listed.

Please provide original documents. These will be returned to you.

Details of evidence provided:

Student's Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

SECTION B – APPLICATION FOR THE DISCRETIONARY BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of:

Criteria	Tick as applicable
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: £16,190	
Guarantee element of State Pension Credit	
Income related Employment and Support Allowance*	

Or, I as a student:

Criteria	Tick as applicable
Am in receipt of Free School Meals	
Have a long term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support, Income based Jobseeker's Allowance, Support from the National Asylum Support Service, Child Tax Credit, Guarantee element of State Pension Credit or Income related Employment and Support Allowance – relevant and documentation showing proof of entitlement
- For Free School Meals – normally no proof will be required as we will already have the necessary documentation
- For a long term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in place of those listed.

Please provide original documents. These will be returned to you.

Details of evidence provided:

Please provide a brief description of what any discretionary bursary you receive will be used for. Include approximate costs.

The money provided by the discretionary bursary will be used for:

Student’s Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder’s Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

Declaration of parent (if in receipt of a qualifying benefit):

- I confirm that I am in receipt of the qualifying benefit according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Name of parent: _____

Signature of parent: _____ Date: _____

SECTION B – APPLICATION FOR ASSISTANCE WITH TRANSPORT COSTS

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of:

Criteria	Tick as applicable
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: £16,190	
Guarantee element of State Pension Credit	
Income related Employment and Support Allowance*	

Or, I as a student:

Criteria	Tick as applicable
Am in receipt of Free School Meals	
Have a long term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support, Income based Jobseeker's Allowance, Support from the National Asylum Support Service, Child Tax Credit, Guarantee element of State Pension Credit or Income related Employment and Support Allowance – relevant and documentation showing proof of entitlement
- For Free School Meals – normally no proof will be required as we will already have the necessary documentation
- For a long term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in place of those listed.

Please provide original documents. These will be returned to you.

Details of evidence provided:

Please provide a brief description of what any discretionary bursary you receive will be used for. Include approximate costs.

Details of transport arrangements:

Student's Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

Declaration of parent (if in receipt of a qualifying benefit):

- I confirm that I am in receipt of the qualifying benefit according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Name of parent: _____

Signature of parent: _____ Date: _____