



GUIDANCE – APPLYING FOR 16 – 19 BURSARY FUNDING

It is very important that the form is completed fully and accurately and that you retain receipts relating to any expenditure for which you request a reimbursement from the Bursary Fund. Eligibility does not automatically guarantee that a payment will be made.

Please complete and return your application form to the Finance Office as soon as possible after the beginning of term. Awards will only be backdated to a maximum of 4 weeks from the beginning of term.

All bursary support is subject to attendance of 95% or above and this is checked regularly.

Completion of the form

- The application should be made by the student
- All personal information requested in the grey boxes must be provided, including confirmation of residency.
- If you are currently in receipt of Free School Meals you do not need to provide any further supporting evidence of your household income, otherwise you must enclose copy documents which confirm the total household income for your family home. Eg TCAN (Tax Credit Award Notice) for the current year.
- Please refer to the attached table for information on assistance available.
- Books and equipment can be bought on your behalf for you to use but will remain the property of the school to be returned upon completion of your course. Failure to return items will result in you being invoiced for the replacement of said item.
- The form must be signed and dated by the Applicant (Student)

Assistance Available

Assistance	Maximum Amount	Conditions/Evidence
Daily Travel	Actual cost	Bus ticket/pass (one only)
Meals	£3.00 per day	Paid directly onto dinner card subject to attendance
Trips/Activities	£200 p/a per trip	Curriculum enrichment only
Interviews	50% student travel	Tickets/receipts
Clothing	£200 p/a	6 th form dress code - receipts
Books*	£100 p/a	Authorisation to be obtained from subject teacher
Equipment*	discretionary	To be confirmed by subject teacher/6 th Form Progress Leader
Other*	discretionary	To be confirmed by subject teacher/6 th Form Progress Leader

*Not to be purchased by student

Payments

If you are eligible to receive funding from the bursary, payments for travel will be made weekly on receipt of a claim form and tickets and the meal allowance half-termly in advance subject to confirmation of 95% attendance.

Any other payments will be made following submission of approved receipts on an expenses claim form which can be obtained from the Finance Office.

Payments can only be made into your own bank account so please ensure that this information is provided on the application form.

A full copy of the 16 – 19 Bursary Fund policy is available on the website.

If you need any further help or information with regard to applying for a bursary, please see a member of the Sixth Form Team.