

UNIVERSITY ACADEMY
HOLBEACH



UNIVERSITY OF
LINCOLN

**University
Academy Holbeach
16 – 19 Bursary Information Pack and
Application Form – September 2018**

What is the 16-19 Bursary Fund?

The 16 –19 Bursary Fund is designed to help support those young people who may face barriers to continuing in education or training post-16. It aims to ensure that every young person participates in and benefits from a place in 16-19 education and training by providing additional financial support to help meet the costs of their participation.

As a responsible Provider the University Academy Holbeach places heavy impetus on its accountability to uphold the Governments' decision to tackle the problem of disadvantaged young people meeting the costs of participating in education and training post-16 and to ensure that any allocations made are reasonable and equitable.

Each Provider of Post 16 education has been allocated a fixed sum of money for the 16-19 Bursary Fund. Students who are eligible must apply for a portion of these funds by completing an application form and by supplying the required original documentary evidence to support their application. 5% of the total funding is held back for administration and a further 10% for applications received after the deadline of Friday 7th September 2018 to form a Contingency Fund. All applications are treated in strict confidence and students' personal information only shared with members of the Bursary committee.

Who is eligible?

To be eligible to receive a bursary, students must be aged 16 or over and under 19 on 31st August in the academic year in which they start their programme of study.

Students must also satisfy the residency criteria set out by the Education Funding Agency guidance – *a person on 1st September who is settled in the UK, and has been ordinarily resident in the UK for the three years preceding the 1st September.*

How does the Academy assess applications and allocate 16-19 funding?

The 16-19 Bursary Fund is a limited fund and the Academy will prioritise allocation. There are 3 priority groups categorised as high, medium and low:

High Priority Group

Students aged under 19 on 31/08/18 and who fall into one of the following categories:

- Are currently in care (as defined by Social Services)
- Are leaving or have recently left care
- Are in receipt of Income Support in their own name
- Are disabled and in receipt of both Employment Support Allowance and Personal Independence Payments.

Eligible students will be guaranteed a £1,200 bursary which will be paid in three instalments £400, £400, £400 at the start of each term by cheque.

Payments will be subject to review by the Bursary committee to ensure that all criteria is being met.

Medium Priority Group

Students who are in receipt of free school meals and/or have a total household income of £20,000 or less can apply for a contribution towards the following:

- Transport costs for getting to and from the Academy
- Meals in school
- Books and equipment
- Uniform
- Educational trips
- Costs associated with visiting University/college interviews or open days.

Payments will be made 'in kind' e.g. payment/purchase of transport passes, addition of funds to a students' lunch account to enable purchase of meals. The Academy will always consider how best to achieve value for money, for example, by purchasing equipment through existing arrangements with suppliers instead of providing cash for students to purchase equipment themselves, or arranging facilities for students to purchase second hand books and equipment.

Low Priority Group

Students who have a total household income of between £20,000 and £25,000 can apply for a contribution towards the cost of essential course equipment, uniform and transport costs. Students who fall into this group will be considered for funding once allocations have been made to those in the High and Medium groups.

Contingency Fund

Students who become eligible to apply for assistance from the 16-19 Bursary Fund throughout the academic year but who did not meet the 7th September deadline, will

be able to access a small emergency fund in exceptional circumstances if they can show an identifiable financial need.

Assessment

The Bursary committee will assess each application with supporting documentation in the strictest confidence. Any student who believes that they are eligible for any level of funding from the 16-19 Bursary Fund should complete an application form and hand it in to the Sixth Form Office as soon as possible and at the latest by Friday 7th September 2018. A student in receipt of any level of bursary award must inform the Sixth Form Student Manager of any changes to family circumstances that may affect ongoing support during the academic year. Students who become eligible during the academic year should contact the Sixth Form Student Manager and make an application.

Attendance and Behaviour Requirements

- Students must abide by the standards of behaviour and effort as agreed at the start of their course and as detailed in the Sixth Form Code of Conduct.
- Students should maintain a minimum of 95% attendance at all timetabled lessons, study and tutor periods.
- Students should arrive at lessons on time and be dressed according to Academy uniform regulations.

All Academy students are expected to adhere to the above criteria and if these expectations are not met the Academy reserves the right to withdraw future Bursary support/request the return of goods or services already obtained on the students behalf

Appeals

Students and Parents/Guardians have the right of appeal to the Bursary Committee in all cases if it is felt that an application has been withheld without justification. An Appeal should be made in writing and addressed to Mrs Goodacre, Sixth Form Student Manager.

16- 19 Bursary Fund Application

Strictly Confidential

Please note the following important information:

- You should read the 16-19 Bursary Fund Guidelines 2018-19 to make sure you are eligible to apply.
- Please complete all sections of the form and make sure you provide us with copies of the evidence we need. Your application will not be assessed without the correct evidence.
- The closing date for applications is Friday 7th September 2018.
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payments of all bursaries are dependent on you maintaining attendance of 95% or above on all your courses and behaving appropriately at the Academy.

When you have completed this form please return it, **with all the necessary evidence**, to Mrs Goodacre in the Sixth Form Office.

SECTION 1: STUDENT DETAILS:

Please complete in block capitals

Surname	
Forenames	
Home Address	
Postcode	
Student mobile number & email address	
Parent/Guardian contact numbers & email address	
Date of Birth	
Gender	
How long have you been resident in the UK?	
Previous School	

SECTION 2: LEVEL OF ASSISTANCE

This application for assistance from the 16-19 Bursary Fund is made under the priority group of:

High		Medium		Low	
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Please fill in details relating to student

High Priority:

Please provide supporting documentation	Please tick as appropriate
I am in care	
I am a care leaver	
I am in receipt of Income Support	
I am in receipt of both Employment Support Allowance and Personal Independence Payment or Incapacity Benefit	

Medium Priority:

Please provide supporting documentation	Please tick as appropriate
I am in receipt of Free School Meals	
My total household income is less than £20,000 and I need assistance with the following:	
Transport	
Meals in school	
Uniform	
Books and Equipment	
Educational Trips	
University/College interviews or visits	

Low Priority:

Please provide supporting documentation	Please tick as appropriate
My total household income is more than £20,000 but less than £25,000 and I need assistance with the following:	
Transport	

Uniform	
Books and Equipment	

SECTION 3: SUPPORTING DOCUMENTATION: please complete where applicable and provide evidence as stated.

Household Income	Parent 1	Parent 2	Evidence
Gross taxable annual salary/wages	£	£	2017 P60
Self employment/property income	£	£	Self assessment tax calculation 2017/18 or certified accounts
Private/Occupational Pension	£	£	Pension statement/Pension P60 2017/Bank statement
State Pension	£	£	Pension statement/Bank statement
Benefits – include Child Benefit, Working Tax Credits, Child Tax Credits	£	£	Award letter (please list & give separate details for each)
Bank/Building Society Interest	£	£	Bank/Building Society statement (evidence only required if Interest totals over £250 pa)
Any other income	£	£	Letter/Bank statement

From the information provided above please calculate your total household income and indicate what supporting documentation you have provided to evidence this.	£
P60 (Tax Year 2017-18)	
Benefit Award letters	
Tax Credit Award (2017-18)	
Evidence of Self-Employment Income (tax year 2017-18)	

Bank/Building Society Statements	
Pension Statements	
Other evidence (please detail)	

Student & Parent/Guardian Declaration
<p>This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/guardian(s) then we must also have a parent/guardian signature.</p> <p>I/we certify that the information given is, to the best of my/our knowledge and belief, correct.</p> <p>I/we understand that payment will cease if:</p> <ul style="list-style-type: none"> • the applicant does not maintain the minimum of 95% attendance in any term • contravenes the University Academy Sixth Form Code of Conduct • I/we also understand that there should be no instances of unauthorized or unexplained absence from any timetabled studies. • I/we understand that payment of a bursary award in one academic year does not necessarily entitle a student to a further award in a subsequent year. A separate application must be made for each academic year, enclosing relevant original documentation. • I/we understand that if the applicant leaves their course of study before completion, then attempts will be made to re-claim any monies/equipment allocated. <p>Student's signature Date: / /</p> <p>Parent/Guardian's signature Date: / /</p>