

Saint Augustine's

CATHOLIC HIGH SCHOOL & SIXTH FORM COLLEGE

PRINCIPAL: A F QUINN B A (HONS) NPQH

16-19 Bursary Fund

POLICY & APPLICATION FORM 2018/2019



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1. Introduction

St Augustine's Sixth form receive funding from the Education Funding Agency to enable eligible student's financial assistance via the 16-19 Bursary Fund. Applicants should apply by **Friday 28th September 2018** with the required evidence to support their application. Successful applicants will receive three termly payments over the Academic year subject to satisfactory attendance and conduct.

2. Criteria and Eligibility

85% of the funding will be distributed to the successful applicants that have applied by the **28th September 2018**. The remaining 15% will be held for late applications.

(A) 16-19 Bursary: These students will receive £1,200 for the year based on enrolling on a Full Time (EFA funded) course and meet the conditions of funding.

16-19 Bursary students are:

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

(B) Discretionary Fund: The remaining sum after the allocation of 16-19 Bursary Funds will be distributed to eligible students.

Discretionary Fund students are:

- **Group A)** Claim Free School Meals for the current academic year or household income is less than £16,105
- **Group B)** Student whose household income is between £16,105 - £21,098
- **Group C)** Student whose household income is between £21,099 - £25,950

3. Conditions of Funding

Students are expected to have a minimum attendance of 95%, good behaviour and demonstrate a good work ethic. Students must have zero unauthorised absences.

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant should be used to help off-set costs directly linked to their education, for example;

1. Transport
2. Books and Equipment
3. Hardship Costs
4. Additional Course Costs
5. Costs of travel to HE interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs. Students will also be required to inform the school of changes in their financial circumstances.

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5. Evidence for Application

(A) 16-19 Bursary:

Evidence of the eligibility in form of:

- **Income Support** - Entitlement/Award letter dated within the last 3 months
- **Job Seekers Allowance** - Entitlement/Award letter dated within the last 3 months
- **Employment Support Allowance** - Entitlement/Award letter dated within the last 3 months
- **Incapability Allowance** - Entitlement/Award letter dated within the last 3 months
- **Carer's Allowance** - Entitlement/Award letter dated within the last 3 months
- **Any other benefit** - Entitlement/Award letter dated within the last 3 months
- **Disability Living Allowance** - Entitlement/Award letter dated within the last 3 months

(B) Discretionary Fund:

- **Group A)** Letter from the Local Authority
- **Group B)** Working Tax Credit annual statement letter from HMRC showing household income or P60 for the tax year 2017-18
- **Group C)** Working Tax Credit annual statement letter from HMRC showing household income or P60 for the tax year 2017-18

6. Procedure for Application

Applications should be received by **Friday 28th September 2018**. Late Applications will be considered however maximum funds may not be available. Applications should be submitted with adequate evidence as inadequate evidence will not be accepted and the student may not then qualify. Applications should be marked for the attention of **Mrs McAnally, Finance Officer** and handed to the Finance Office. **Please ensure you have completed the BACS form in full as payment cannot be administered without the details.**

Each application will be considered in accordance with the fund guidelines. The claim forms will be sent to the Finance Team who will then administer the appropriate payment to each student.

Appeals must be made in writing to MAC Business Manager, Mrs Cullwick within 4 weeks of the decisions. All information supplied will be treated in the strictest of confidence throughout the process and all original documentation will be returned once the applications have been verified.

7. Timing of Payments

Autumn Term Payment	October	Half term	50%
Spring Term Payment	February	Half term	20%
Summer Term Payment	May	Half Term	30%

Important Notes

- All payments will be made BACS.
- Regrettably, we are unable to make payments to anyone other than the student.
- Students should ensure they have a bank account in their name through which to receive funds.
- For further information for parents : <https://www.gov.uk/1619-bursary-fund>

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Bursary Fund Application Form

Full Name: _____ D.O.B. ____/____/____

Address: _____

Postcode: _____ Contact Number: _____

Please mark the box against the group of the fund you wish to apply for.

A) Guaranteed Bursary Group

- Young people in care
- Care leavers
- Young people **personally** in receipt of income support
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

B) Residual Bursary Group (now select from one of the boxes below)

Group A) – Student claim Free School Meals for the current academic year

Evidence: Original Local Authority letter/Original Working Tax Credit annual statement from HMRC showing household income is less than £16,105

Group B) – Students whose home Household income is less than £21,098

Evidence: Original Working Tax Credit annual statement letter from HMRC.

Group C) - Student whose household income is less than £25,950

Evidence: Original Working Tax Credit annual statement letter from HMRC.

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing.

I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

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I am aware that should my attendance, general conduct and/or punctuality drop below that which is required and expected, my grant payments can be significantly reduced, or even fully withdrawn.

I am aware that the funding covers only this school year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

I have read and agree fully to the terms and conditions of this grant

I have attached original evidence as required

Signed Student:..... **Date:**.....

Print Name:.....

Signature from a Parent/Carer.....