



16-18 Student Bursary Fund (2017-18)

The 16-18 Student Bursary Fund is a cash-limited fund to support learners who are economically or socially disadvantaged and face the greatest barriers to continue in education post-16. The bursary fund now has 3 elements in order to become more inclusive: The basis of allocation will be in the following order: Vulnerable Bursary, Student Support Bursary, Discretionary Bursary and the banding for these are detailed later on.

- A **Vulnerable Bursary** of £1200 is available to young people aged 16 to 18 who are in care **or** care leaver **or** living independently and in receipt of income support or universal credit **or** are themselves a young parent receiving income support or universal credit **or** are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance **or** are disabled and in receipt of both universal credit and personal independence payments
- A **Student Support Bursary** is available to young people aged 16 to 18 to help with travel to school, equipment, books, essential trips, exam resits or attending HE interviews. The amount is dependent on funding availability and number of applicants
- A **Discretionary Bursary** may also be available to young people who do not meet any of the criteria for the above bursaries but are still in need of financial support from any remaining funds

Who can apply for the Vulnerable Bursary?

Students can only apply for the Vulnerable Bursary if they:

- Are aged at least 16 years old and under 19 years old at the start of the academic year and studying a state funded course at an academy within the Redhill Academy Trust
- Are in care **or** a care leaver **or** living independently and in receipt of income support or universal credit **or** are themselves a young parent receiving income support or universal credit
- Meet the residency conditions

Who can apply for the Student Support Bursary?

Students may be assisted from the Student Support Bursary if they:

- Are over 16 years of age and under 19 years of age at the start of the academic year and studying a state funded course at an academy within the Redhill Academy Trust
- Annual household income of £16,190 or less (Band 1). Evidence required
- Meet the residency conditions

Who can apply for the Discretionary Bursary?

Students may be assisted from the Discretionary Bursary if they:

- Are over 16 years of age and under 19 years of age at the start of the academic year and studying a state funded course at an academy within the Redhill Academy Trust
- Annual household income between £16,190 and £20,817 (Band 2) Evidence required
- Annual household income between £20,818 and £25,521 (Band 3) Evidence required
- Meet the residency conditions

Students can receive the following funding according to their band and funding availability

Band 1

The cost of a bus pass if they live over 3 miles away from the academy
A daily lunch provided by the academy to the maximum value of £2.20 per day
A contribution towards compulsory educational trips and visits
A contribution towards academic equipment
Exam resits
Attending HE interviews

Band 2

A daily lunch provided by the academy to the maximum value of £2.20 per day
A contribution towards academic equipment

Band 3

A daily lunch provided by the academy to the maximum value of £2.20 per day

Residency Conditions

To qualify for the 16-18 Bursary or assistance from the Support or Discretionary Funding you must meet the following residency conditions:

- Be settled* in the UK and have been ordinarily resident in the UK for at least three years prior to starting at an academy within the Redhill Academy Trust

How do I apply?

If you wish to apply for financial support from any fund you **must**:

- Check that you meet the eligibility criteria detailed above or contact the 6th form office for advice
- Complete the Bursary application form (available from 6th form office or the Academy website), answering all questions in full to avoid delay with processing your application
- Attach all required evidence, as indicated, securely to your form
- Submit your application no later than 30 September 2017

How will my application be processed?

Fully completed forms with supporting evidence attached, will normally be processed within 28 days of receipt but in peak times may take longer. You may be contacted to discuss your particular needs. Once your application has been assessed, you will receive an award notification letter which will indicate how your award will be credited to you.

If your application has not been successful, you will be notified.

What are the conditions for receipt?

The application form should constitute a signed contract which states the standards expected of the student and confirms the legitimacy of the evidence provided.

All awards will be conditional on the attendance and behaviours of the student.

The conditions will include:

- Regular attendance – 95% or above
- Punctuality – maximum of one late mark per week
- Appropriate behaviour – not in breach of the academy behaviour policy

Payment of bursary will be suspended if these conditions are not met.

Vulnerable Bursary

Students who are eligible for the £1200 Bursary will be invited to a meeting to discuss how payments are to be made. Internal transfers can cover the cost of a bus pass, stationery or essential course trips.

Student Support Bursary

All purchases will be made directly by the academy. No funding will be passed onto the student or parent (unless prior agreement under exceptional circumstances)

Discretionary Bursary

All purchases will be made directly by the academy. No funding will be passed onto the student or parent (unless prior agreement under exceptional circumstances)

GUIDELINES FOR COMPLETING THE STUDENT BURSARY FUND APPLICATION FORM

If you do not complete your application form or supply the relevant documentary evidence specified, we cannot carry out a full assessment of your needs.

Part 1 & 3 **Student/Parent or Guardian details** – this is about the student and their household. Please complete in full. We need to collect this information to enable us to monitor the effectiveness of the fund and to ensure we provide you the support you require to suit your needs.

Part 2 **Residency** – you need to meet certain residency conditions to be eligible for assistance from the Student Bursary Fund.

Part 4 **Household details** – please specify who else lives at your home and their relationship to you so that we have a full picture of the complete household.

Part 5 **Personal details** – you may be eligible to receive the £1200 Bursary if you meet certain criteria

Part 6 **Bank Details (Vulnerable Bursary only)** – please give details of the account should any payments be made.

Part 7 **Financial Requirements** – please indicate what kind of financial assistance you think you will need during the academic year based on your travel and study requirements.

Part 8 **Evidence Details** – please indicate and attach which evidence is applicable and tick the box next to that category. No applications will be processed without the supporting evidence required.

Declaration – please read, sign and date and return.