

Welcome to Thornleigh Sixth Form

To support you on your learning journey in Sixth Form, you may be eligible for financial support should that be something relevant to you and your circumstances. This support is offered in one of two categories:

1. Up to £1200 Vulnerable Bursary

Under the Government scheme, students are entitled to a grant or bursary of up to £1200 for a full academic year if you meet one of the following criteria:

- In Care
- Care Leavers (live Independently having left Local Authority Care)
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

If you think you are eligible for this bursary, please complete the attached application form and return to the Finance Office as soon as possible.

2. 16-19 Discretionary Bursary

If you are in receipt of Free School Meals or you have earned household income of less than £16,190 a year, you **could** be eligible for financial support. This could be towards covering the cost of

- Transport costs associated with transport to and from college
- Educational field trips and visits related to courses
- Curriculum resources to support learning
- Books, materials and equipment needed for a particular course
- Attending university interview and open days

Please complete the attached application form and return to the Sixth Form as soon as possible but by **Thursday 23rd September 2021**. **Proof of income/free school meal entitlement will be required.**

New applications can be sent throughout the year, should a financial need arise or change of circumstances.

Please note: The above information applies to students

- aged 16 to 19 on 31st August 2021 taking a fulltime further education course in 2021/2022
- Meet the residency criteria ESFA 2021 to 2022 academic year funding regulations for post 16 provision
- Be participating in provision that is subject to inspection by a public body which assures quality, the provision must also be either funded directly by the ESFA or by ESFA via a local authority

16-19 Bursary Fund Application Form 2021/2022

Section A: Personal Details

| | | | |
|---|--|-------------|--|
| Name | | Form | |
| Age on 31st August 2021 | | | |
| Address | | | |
| Post Code | | | |
| Telephone Number | | | |
| Mobile Number | | | |
| School Email Address | | | |

Section B: Type of Bursary

| I am applying for: | Tick as appropriate |
|---|----------------------------|
| £1200 Vulnerable Bursary (Go to Section C) | |
| 16-19 Discretionary Bursary (Go to Section D) | |

Section C: Personal Circumstances – VULNERABLE BURSARY ONLY

| Please outline your personal circumstances below | Tick as appropriate |
|--|----------------------------|
| In Care | |
| Care Leavers (live Independently having left Local Authority Care) | |
| Income Support (IS) or Universal Credit (UC) because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or a partner | |
| Disability Living Allowance (DLA) or Personal Independence Payments in your own right as well as Employment Support Allowance ¹ (ESA) or Universal Credit in your own right | |

Please note that to qualify for a vulnerable student payment, the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

You will need to provide a letter from DWP (Department for Work and Pensions) confirming which benefit you are entitled to. For students who are In Care or Care leavers, you will need to provide a letter from your Local Authority.

16-19 Bursary Fund Application Form 2021/2022

Section D: Personal Circumstances – DISCRETIONARY BURSARY ONLY

| Do you receive Free School Meals? | Tick as appropriate |
|-----------------------------------|---------------------|
| Yes | |
| No | |

| Are you in receipt of any of the following? (please tick as appropriate) | | | |
|--|--|--------------------------|--|
| Income Support | | Child Tax Credit | |
| Support under Part IV of the Immigration and Asylum Act 1999 | | Pension Guarantee Credit | |
| Employment and Support Allowance and Disability Living Allowance | | Working Tax Credit | |
| Job Seekers Allowance (JSA) | | Universal Credit | |

| Was your annual household earned income in the last tax year below £16,190? | Tick as appropriate |
|--|---------------------|
| Yes (Please enclose proof eg Tax Credit Forms (TC602), Self-Employment / a P60 for each income) | |
| No | |

| | |
|--|--|
| How many persons in your household are age 18 and under? | |
| What subjects are you studying? | |
| | |
| | |
| | |
| How do you travel to college? | |

16-19 Bursary Fund Application Form 2021/2022

Section E: Financial

Thornleigh Salesian College makes bursary awards to students to help them overcome the individual barriers to participation in education that they face, for example, help with transport, books and equipment, field trips and other course related costs. Funds may also be available to contribute to the costs of attending university interviews and open days.

You must complete this information for your application to be assessed. Provide as much detail as possible.

| <u>Weekly</u> (e.g. transport to college) | <u>Cost per week</u> |
|---|----------------------|
| | |
| | |
| | |
| | |
| | |

| <u>Annual/Individual</u> (e.g. Equipment, books, trips, university visits etc.) | <u>Cost per year</u> |
|---|----------------------|
| | |
| | |
| | |
| | |
| | |

Additional Discretionary Support

Students who feel they have exceptional/mitigating circumstance or unusual expenses which may prevent them continuing in education please complete the supporting statement below, giving the reason for your application and details of the support required and the approximate cost.

Appeals

Students have the right to appeal a decision. Students, or their parent/guardian, will be required to put any appeal in writing within 21 days of receiving confirmation of an award or a rejection. The letter should set out the reasons for the appeal and be sent to the Head of Sixth Form. The appeals panel will consist of the Headteacher, Head of Sixth Form, Director of School Services and the Assistant Business Manager and their decision will be given within 14 days of receiving the written appeal.

16-19 Bursary Fund Application Form 2021/2022

Section F: Declaration

- I/We declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/We will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave college or am no longer eligible for the funding)
- I/We understand that this information will not be shared with third party organisations, except for audit purposes.
- I/We understand that poor attendance/(unauthorised absences), non-compliance with Thornleigh Sixth Form, receiving a Formal Warning may result in loss of financial support.
- I/We understand that awards made are subject to the college receiving sufficient funds from the government.
- I/We will comply with the learning policies of Thornleigh Sixth form

Section F: Signatures

Student: _____

Date: ____/____/____

Please print name: _____

Parent/Guardian/Responsible Adult: _____

Date: ____/____/____

Please print name: _____

Please return this form with the relevant documentary evidence to the Sixth Form. All applications will be acknowledged and decisions about the award made as quickly as possible.

This application and all documents provided with it will be dealt with the strictest confidence

Office Use Only:

| | Date | Signed |
|---------------------------|------|--------|
| Date application received | | |
| Documents provided: | | |
| Final decision | | |
| Email sent to student | | |