



## **16-19 Bursary Application Form**

This form should be used by students of QEGSMAT (the Trust) when applying for a 16–19 bursary, to assess which bursary, if any, the student will be eligible for – either a vulnerable or discretionary bursary. Students should complete the form; however, a declaration should be signed by both the student and their parent/carer to indicate that the information given in the form is correct and up-to-date.

### **Section one – personal details**

To be eligible for a bursary in the 2022/2023 academic year, students must be aged 16 or over, but under 19 at the 31<sup>st</sup> August 2022.

If you are over the age of 19, you may be eligible for a discretionary bursary if you are completing a study programme you began when aged between 16-18, or if you have an EHC plan. If this is the case, please ensure you complete **section four**.

Personal details			
Name:			
Date of birth:		Age:	
Home address:			
Home telephone no:			
Mobile telephone no:			
Email address:			

### **Section two – parental/carer details**

Parental/carer details		
	Parent/carer one	Parent/carer two
Surname:		
Forename(s):		
Relationship to child:		



Home address:		
Home telephone no:		
Mobile telephone no:		
Work telephone no:		
Email address:		

### Section three – vulnerable bursaries

This section is for students who may be eligible for a vulnerable bursary and an allowance of up to £1,200. If any of the below criteria apply, students are eligible to apply for a vulnerable bursary.

The institution assesses each application on a case-by-case basis and eligibility **does not entitle any student** to receive the bursary. If a student is eligible for a vulnerable bursary, but the institution does not believe the student requires it e.g. there are no financial needs, or financial needs are already met via alternative means, the institution may not allocate the student a bursary, or may offer a reduced allowance.

If any of the below criteria apply, please tick as appropriate. **If none apply, please skip this section and go to section four.**

Vulnerable bursaries		
Are you in care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a recent care leaver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Income Support or Universal Credit as a result of supporting yourself financially or someone dependent on you and living with you, such as a child or partner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA)* or Universal Credit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**\*Parents/carers should be aware that if their child successfully applies for ESA they will be unable to continue to claim Child Benefit.**



## Evidence

If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained for six years for auditing purposes.

Please provide evidence as follows:

- **In care/care leaver:** written confirmation, such as a letter or an email, of current or previous LAC status from the relevant LA (the LA that looks after them or providers their leaving care services).
- **In receipt of Income Support:** a copy of the Income Support award notice, which must evidence that the student is entitled to the benefit in their own right and confirm that the student can be in FE or training.
- **In receipt of Universal Credit:** copies of the Universal Credit Award notice from the last three months, which must evidence that the student is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate or utility bills.
- **In receipt of Universal Credit/ESA and Disability Living Allowance and Personal Independence Payments:** a copy of the Universal Credit or ESA award from DWP, as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment.

## Section four – discretionary bursaries

This section is for students who may be eligible for a discretionary bursary – these will be allocated on different levels (1, 2 or 3) based on a student's needs. The institution assesses applications for discretionary bursaries on a case-by-case basis and will decide how much funds should be allocated, should a student's application be successful. Discretionary bursaries may be equal to the £1,200 available for vulnerable groups if a student requires this level of funding.

Household income will be considered alongside the other factors in this section to determine whether a L1, L2 or L3 bursary may be awarded.

Please provide a tick below if any of the following criteria apply. If you tick 'Yes' to any of the below, please proceed to **section five**.

Household income and circumstances		
Do you live with only one parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a dependant sibling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a young carer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you entitled to FSM?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



<b>L1 discretionary bursary</b>	Is the total household income equal to, or less than, £16,190?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>L2 discretionary bursary</b>	Is the total household income more than £16,190 but less than £25,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>L3 discretionary bursary</b>	Is the total household income more than £25,000 but less than £29,000?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Travel and course information</b>			
Do you live 8 or more miles away from the institution?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

If applying for a discretionary bursary based on household income, you must provide evidence of total household income. Tax Credit Statements are often the clearest way of doing this.

## Section 5 – funding needs

Please fill out the table below to outline how much funding you require to cover each cost and the length of time you require the funding for, e.g. six months of transport. The institution will use the information provided in this section alongside the information outlined in section four to determine whether your application is successful.

<b>Funding needs</b>		
	<b>How much will you need per day? (£)</b>	<b>How long for?</b>
Transport:		
Books and equipment:		
Uniform:		
Educational trips:		
Other (please specify):		

## Section six – bank details



Please complete the table below with details of your bank account – this should be your own bank account, not the bank account of a parent/carer. Payments can only be made to joint accounts where the student is the named account holder. **You must attach a current account statement to this form as evidence if you are a joint account holder.**

Students and parents/carers should note that, should an application be successful, the institution will make in-kind payments wherever possible, such as travel vouchers, books and equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

Bank or building society details	
Name of branch:	
Address of branch:	
Name of account holder:	
Account number:	
Sort code:	

## Section six – important information

### Dates for submitting applications

All applications for the bursary should be submitted by the 31<sup>st</sup> July to correctly and fairly assess overall demands and distribute discretionary awards.

We do understand, however, that some needs may arise throughout the academic year. We do not implement a cut-off date for any application, so we can ensure students' needs can be met during the academic year. Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

### Meeting attendance and behaviour expectations

For an application to be successful, all students must meet the agreed standards for attendance and behaviour set by the Trust. Students must adhere to the Behavioural Policy and have a minimum attendance rate of 95% at timetabled lessons to continue to be eligible for a bursary.



If absences are authorised, this will not affect a student's eligibility for the bursary. Holidays and unauthorised absences are not permitted during school time and will affect their eligibility.

Students and parents/carers should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the Trust may withhold further payments of the bursary. The Trust will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if the student intends to return.

Before withholding any payments, the institution will consider the effect that this may have on students' individual circumstances.

### **Providing false information**

Students and parents/carers must be aware that any evidence provided to support this application must be valid. Where false information is supplied, the institution has the right to investigate this. The institution will stop further payments and may attempt to recover any past payments where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, the institution will report this to the ESFA and may also report it to the police. This involves the following:

- The amount of money is in excess of £1,200.
- The particulars of the fraud are novel, unusual, systematic or complex.
- There is likely to be great public interest due to the nature of the fraud or the people involved.

### **Maintaining confidentiality**

Any information given to the Trust will **only** be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) **will not** be shared with other students or staff members. Where we deem it necessary to share this information, we will only do this with your **consent**, unless the law permits us to do so. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The Trust has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. You will be informed if your information is being shared in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.



## Section seven – declaration

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the school immediately to ensure funding is allocated correctly.

Name (student):                      Signed:                      Date:

Name (parent/carer):              Signed:                      Date:

### For office use only

Fill in the table as applicable and use the eligibility checklist to outline whether sufficient evidence (where necessary) has been received to support the student's application.

For office use only		
Date received:		
Completed by (name):		
Date of bursary review:		
Has the student's application been accepted or declined?		
Which bursary has been approved?		
Reason for application being accepted/declined:		
Is evidence present?	Yes	No
Eligibility checklist		
Vulnerable bursaries only		
In care/care leaver		
Written confirmation of current or previous LAC status from relevant LA.		
In receipt of Income Support		



Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training.	..
<b>In receipt of Universal Credit</b>	
Copies of the Universal Credit Award notice from the last three months – this includes evidence that the student is entitled to the benefit in their own right.	..
Confirmation of the student's independent status e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate or utility bills.	..
<b>In receipt of Universal Credit/ESA and Disability Living Allowance and Personal Independence Payments</b>	
A copy of the Universal Credit or ESA award from DWP.	..
Evidence of receipt of Disability Living Allowance or Personal Independence Payment.	..
<b>Discretionary bursaries only</b>	
<b>Household income and circumstances</b>	
Evidence of household income at either L1, L2 or L3.	..
Evidence of living in a single-parent family.	..
Evidence of having a dependant sibling.	..
Evidence of being a young carer.	..
Evidence of being a parent.	..
Evidence of being in receipt of FSM.	..
<b>Travel and course information</b>	
Evidence of living eight or more miles away from the institution.	..