

# HEREFORD SIXTH FORM COLLEGE APPLICATION FOR SUPPORT FROM THE 16-19 BURSARY FUND

*(Important: There are two categories of bursary support. Please read the attached guidance notes before completing either Category A or Category B of this application)*

## **SECTION 1A** To be completed by the student and parent/guardian

### **(Category A)**

**Full Bursary for looked after students, care leavers, students receiving income support and disabled students receiving employment support allowance**

<b>STUDENT'S FULL NAME:</b>	<b>Student Ref no</b>	
	<b>Director of Studies</b>	

I wish to claim support from the Student Bursary Fund, and I can provide the following evidence of my personal status *(please tick as appropriate and attach documentary evidence)*

- Written Local Authority evidence of looked-after or care status
- Income Support in my own name
- Disability Living Allowance in my own name – combined with:
- Employment Support Allowance in my own name

**Information provided is for this purpose only and will be treated in the strictest confidence**

**If you do not satisfy the above criteria, please turn over and fill in Category (B)**

**I confirm that I have read the attached guidance, and the information provided on this form is correct.**  
**I understand that I may be required to repay this grant if I do not complete my course.**  
**I confirm that I will inform the Bursary Fund Administrator if my circumstances change.**

Signature of student ..... Date .....

Signature of parent/guardian .....

## **SECTION 2A** To be completed by the Bursary Fund Administrator

I have seen the evidence required for the full bursary and have placed copies in the student file.

I authorise the payment of £.....to.....(payee)

I authorise the transfer of £.....to.....Course/Department

Signed ..... Date .....

Authorised ..... Date .....



## **HEREFORD SIXTH FORM COLLEGE**

### **16 – 19 BURSARY FUND**

#### **Who is eligible?**

The 16–19 Bursary Fund is a government-provided means-tested fund available to support students who have difficulty in meeting costs relating to their studies.

To qualify, you must be under 19 years of age on 31<sup>st</sup> August in the academic year in which you start your programme of study, and you will be expected to provide evidence of personal and/or financial hardship.

Each case will be assessed individually.

#### **What evidence will I need?**

If you are 'looked after', a care leaver, personally in receipt of Income Support or a disabled person in receipt of both Education Support Allowance and Disability Allowance you are eligible for the maximum bursary of £1,200. You will need to provide written evidence from your Local Authority of your care status and/or evidence of the above benefits.

For all other students, a financial assessment is necessary. You may need a letter from a parent/responsible person setting out the financial situation together with supporting documentation that provides recent evidence of total household income. For assessment purposes, this may include, for example:

- Payslips (the most recent 3 monthly or 4 weekly)
- Employment Support Allowance
- Tax Credit documentation
- Pension
- Other means-tested benefit
- Accounts if self employed

Receipt of Educational Maintenance Allowance will be taken into account in determining the level of assistance provided.

Household expenditure is not relevant to the assessment.

<b>INFORMATION PROVIDED WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL ONLY BE USED FOR ASSESSING THE GRANT.</b>
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A contribution could be made towards the following categories of expense:

- Books/materials/equipment
- Home to college transport
- Required trips visits and field courses
- Meals at College
- Emergency subsistence
- Other items relevant to an individual student

**Please turn over**

**How do I apply?**

- (i) Complete the application form and return it to the Bursary Fund Administrator together with information in support of your application.
- (ii) The Bursary Fund Administrator will consider your request. You can normally expect a response within one working week.
- (iii) Appeals against any decision should be made in writing to the Principal.

**Is there anything else I should know?**

- (i) If you are having financial problems you should feel free to discuss them with The Bursary Fund Administrator.
- (ii) You will need to claim for each item, but evidence of financial hardship will be updated each term, or if your circumstances change.
- (iii) An unsatisfactory record of attendance and progress could result in a requirement for improvement as a condition of receipt of support, or you may be required to pay back some or all of an award.
- (iv) You are required to inform the Bursary Fund Administrator if your circumstances change, for example a change in benefits or employment status. Failure to do this could result in a requirement to pay back some or all of an award.