



*Creative  
Education  
Trust*

**16 19 BURSARY FUND – GUIDANCE NOTES FOR  
ACADEMIC YEAR 2019-20**

***Please read the 16 to 19 Bursary Fund Guidance Notes before completing this form.***

***All applications will be held in the strictest confidence***

We encourage students to submit their applications at the start of the September term, however the closing date for application is Friday 18<sup>th</sup> October

**Section 1: Applicant Details (Student)**

Title:	First Name:	Last Name:
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Address:
Postcode:

Home Telephone No:	Home Telephone No:
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*E-mail Address:
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\*We will use your e-mail address to send all correspondence to you – please ensure this is included

Date of Birth:	Age at 31 <sup>st</sup> August 2019:
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Tutor Group:
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Subjects studied (please list):
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Address:
Postcode:



## Section 2: Residency

Please tick the appropriate box:

British Citizen	<input type="checkbox"/>	EU / EEA Citizen	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>	Refugee	<input type="checkbox"/>
Indefinite Leave to Remain	<input type="checkbox"/>	Other (Please Specify)	<input type="checkbox"/>

Have you been resident in the UK or EU / EEA for the last 3 years?

Yes

No

## Section 3: Residential Status

Who do you live with? Please tick all boxes that apply

Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>
Parent's spouse/partner	<input type="checkbox"/>	In care/looked after	<input type="checkbox"/>
Foster parents	<input type="checkbox"/>	On my own	<input type="checkbox"/>
Other: please give details			<input type="checkbox"/>

## Section 4: Student's Eligibility/Supporting Documents

Please complete **either** Part A or Part B below:

Tick the box applicable in the Part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form. If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss possible alternatives.

### Part A: Please tick only 1 box, then go to Section 6

Vulnerable Bursary-Vulnerable Students:	Tick	Supporting Documents needed
Young people in care or care leaver	<input type="checkbox"/>	Letter or email from care home/social worker/local authority
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right	<input type="checkbox"/>	Supply one or more of the following: <ul style="list-style-type: none"> <li>Copies of the benefits paperwork</li> <li>Last 3 months universal credit award notice</li> </ul>
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right	<input type="checkbox"/>	Supply one or more of the following: <ul style="list-style-type: none"> <li>Copies of the benefits paperwork</li> <li>Last 3 months universal credit award notice</li> </ul>



**Part B: Please tick the relevant boxes, then go to section 5**

Discretionary Bursary-Other Students	Tick	Supporting Documents needed
Young people who are claiming, or are eligible to receive free school meals		Please supply one or more of the following: (copies) Copies of the benefits paperwork <ul style="list-style-type: none"> <li>• Last 3 months universal credit award notice</li> <li>• P60 (tax year ending April 2019) or the last 3 months pay slips</li> <li>• Evidence of self-employed earnings (certified accounts for 2018/19 tax year)</li> </ul>
Young people whose household receives income based means tested benefits AND/OR whose gross annual household income is below £25,000  (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)		Please supply one or more of the following: (copies) Copies of the benefits paperwork <ul style="list-style-type: none"> <li>• Last 3 months universal credit award notice</li> <li>• P60 (tax year ending April 2019) or the last 3 months pay slips</li> <li>• Evidence of self-employed earnings (certified accounts for 2018/19 tax year)</li> </ul>
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact the Principal in confidence for advice

***The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with ESFA guidance.***

**Section 5: Discretionary Bursary - types of awards available**

Awards for the Discretionary Bursary are shown below. Please tick the relevant boxes if you feel that one of more of the categories may be relevant to you. You may not have the full details to hand now, but you will be able to give more details later. Depending on individual circumstances, costs may be provided in full for the bursary or you may have to pay a contribution yourself. Where possible, the School will make payments ‘in kind’– provide a bus pass, pay for exam resits, buy equipment, clothing or books on behalf of students or arrange payment for educational visits, for example. The School may ask that books and equipment be returned to the school at the end of your study programme so that they may be used again.

Where cash payments are being made to students, payments will be made directly to students via BACS transfer.

**Justification will be required for any direct cash payments.**



Additionally, where cash payments are made to students to reimburse expenditure, students must provide copies of purchase receipts as proof of purchase. These will be held on file. Any unspent money should be returned to the School.

Category	Tick	Further Details – including estimated costs where relevant (with evidence where available)
Travel to/from Sixth Form		Method of transport ..... Distance between The Sixth Form & home ..... If bus, please confirm bus route/bus operator ..... Expected Cost of bus pass .....
Free School Meals / Breakfast Club		
Books for the subject you are studying		Details of books required:
IT/specialist equipment/materials/specialist clothing for subjects studied		
Subject-Specific Educational Visits – a contribution of a maximum of 50% from bursary will be awarded unless there are exceptional circumstances authorised by the Principal. One residential trip will be subsidised per year.		
Exam Re-sit Fees		
UCAS Application, University Interviews/Open Days, Preparation courses		
Other educational needs (please give details) eg financial contribution towards the dress code		



### **Section 6: Qualifying conditions**

The following conditions apply to the receipt of bursary payments:

All payments (both in kind and cash) will be subject to meeting the attendance and behaviour requirements of the School.

- Qualifying Period – Satisfy a qualifying period of study, i.e. at least six weeks;
- Attendance – a minimum of 95% attendance (subject to exceptional circumstances). The Bursary will be reduced or even removed if attendance falls below 95%;
- Behaviour – No cause for concern and no staff perusing a level of the behaviour policy.

The discretionary allowance may be withdrawn if any of the above is not satisfactory at the discretion of The Sixth Form Bursary Panel.

### **Section 7: Bank Details**

In the majority of cases, successful applicants will receive an award 'in kind' in the form of a bus pass, contribution towards meals, or help with educational visits, for example.

Where monetary payments are made, these will be made by BACS transfer into the students own bank account. Please insert the details below:

Account holder name (student) as shown on statement	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	



## Section 8: Declarations

**Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.**

### **Student Declaration:**

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the Sixth Form will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave the Sixth Form or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

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

Full name (in block capitals) .....

### **Parent/Carer Declaration:**

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the College will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the student named on this form leaves Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

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

Full name (in block capitals).....

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to the Head of Sixth Form.

The application form can be submitted by post or in person

If you make an appeal against a decision, it will follow the School normal complaints procedure.

For help or advice, please contact the Head of Sixth Form.



**THIS PAGE – FOR OFFICE USE ONLY**

	Signature:	Date:
Application form received		
Form checked for full completion		
Evidence provided: Please list-		
Evidence checked		
Requested further information/documents:		
Eligibility criteria:  Student is aged between 16 & 19 years YES/NO Student is enrolled on a valid learning programme at a valid provider YES/NO		
Application approved? YES/NO  Reason for rejection		
Decision letter sent to student (emailed)		
Student's name and date of birth: .....  Original birth certificate YES/NO Current passport YES/NO		
<b>Appeal</b>  Date appeal request received Appeal hearing date Persons present at hearing Appeal decision Notification sent to applicant		