**Post 16 Financial Support for Students in 2022-2023**

The following information applies to students aged 16 to 18 on 31st August 2022 taking a full-time further education course in 2022-2023

**16-18 Bursary Fund Application 2022-2023**

**What is the Bursary Fund?**

This is a fund made available from the government through its funding body, EFA for 16-18 year olds. It is designed to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Bursary Funding falls into two categories

**Guaranteed Bursary**

This bursary is available to students who fall under one of the following vulnerable groups:

* Young Person in care
* Young person in receipt of Employment Support Allowance
* Disabled Young People in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Students will be entitled to a bursary up to £1200.00 for the academic year.

**Discretionary Bursary**

This bursary is available to all students who are facing financial difficulty

Eligibility may include students

* Who are in receipt of free school meals
* Who live in a household where parent/guardian is in receipt of income support.

OR

* Special circumstances which places you at a disadvantage that you like would be taken into consideration

Students should provide evidence to support their claim by providing, household income statements (P60’s), FSM Statements, Tax Credit Award Notice, recent redundancy notices, long term illness or lone parent maintenance. Original documents will need to be handed in at the time of the application, in order for copies to be made and retained on file. All details will be kept confidential.

The evidence should prove which band the household income falls into [listed below] and dependant on this banding this will determine the amount of bursary that may be awarded. However, in certain circumstances other amounts may be given at the discretion of the Link-Governor for bursary claims.

* Band 1 – Household income of £16190 0r less
* Band 2 – Household income between £16190 - £20817
* Band 3 – Household income between £20817 - £25521

In order to be considered for the bursary students must also meet the following criteria:

* Attendance must be 90% or above
* No unauthorised absences.
* Punctual to lessons including registration.
* Meeting all deadlines including homework and coursework in all subject areas.
* Working towards target grades in all subject areas
* Displaying a positive attitude to sixth form studies.
* No outstanding school resources left to return.

This fund is for resources that will help students stay in education and help them achieve the best grades possible. Resources may include the following

* Transport Costs
* Educational Visits Costs
* Examination re-sits
* Text books/folders/stationery/other resources
* School clothing and/or protective clothing
* Extended learning costs (Open day transport or accommodation/ summer school costs or accommodation)

This list is by no means exhaustive and any application made by a student to help them remain in education will be considered by their own merit.

**How to Make an Application**

In order to apply for consideration for the Bursary Fund please complete the attached application form to the Business Office.

**Students who are deemed most in need will be given priority**.

The sum of money allocated to the school to support this is limited and therefore we may not always be able to fully meet your request. Please be aware once the money has been allocated there will be no further funding available.

Should circumstances change throughout the academic year, further applications can be made.

**Notification**

Once your application has been processed, you will be notified in writing of the outcome.

**Payments**

Payments in respect of the Bursary Fund will be paid via BACS. You will be notified when the payment is made.

**Appeals Procedure**

Any appeals to the bursary awarded must be made in writing to the Business Director, within 7 days of the notification.

**Bursary Fund Application 2022-2023**

**Name**…………………………………………….. **Form**………………………….

Please complete section A or B along with C & D and return to the Business Office

**Section A**

* **Guaranteed Bursary**

Please attach evidence that you fall into one the categories by providing official evidence from the awarding body (e.g., Wolverhampton ‘In Care’ letter)

**Section B**

* **Discretionary Bursary**

|  |  |  |
| --- | --- | --- |
| **Item**  **(Please attach proof of purchase)** | **Explanation** | **Cost £** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** |  |

|  |
| --- |
| **Explanation of Financial Hardship**; continue on a separate sheet if necessary.  (Please attach any evidence that you feel would support your application) |

I confirm that the above student meets the criteria as detailed below

* Attendance must be 90% or above
* No unauthorised absences.
* Punctual to lessons including registration.
* Meeting all deadlines including homework and coursework in all subject areas.
* Working towards target grades in all subject areas
* Displaying a positive attitude to sixth form studies.
* No outstanding school resources left to return.

Signed ……………………………………… Date ……………………..

Head of Sixth Form Studies

* **Section C**

**Bank or Building Society Details**

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account you will need to open one before completing this form. **CLAIMS MUST BE PAID TO THE STUDENT’S ACCOUNT – NOT TO THEIR PARENT[S]**

|  |  |
| --- | --- |
| Name of Account Holder |  |
| Name of Bank and Branch |  |
| Branch |  |
| Sort Code |  |
| Account Number |  |
| Roll Number (If Applicable) |  |

* **Section D**

I have attached \_\_\_\_\_\_\_\_\_\_\_\_\_\_ additional sheets. *(Please ensure your name is on each sheet)*

**I confirm that the information detailed above is true and accurate.**

I understand that the information given will be only used to process this bursary claim and will be kept for 7 years in a secure location until being destroyed in a secure manner by the school.

Signature of Student ………………………………………….. Date………………..

Name of Parent/Carer………………........... Signature…………………….…. Date………