

Date application received (for internal use only):

Learner's Reference Number (for internal use only):

## Application for 16 – 19 Bursary 2020-2021

**Applications should be submitted to the Sixth Form Office (see end of form)**

Did you receive the 16-19 Bursary for 2019/2020?

Yes

No

Learner's Legal Surname:

Learner's Legal First Names:

Date of Birth:

Year Group 2020/21

Gender:

Home Address:

Postcode:

The bursary funding is designed to support students who might otherwise have financial barriers to education at 16+. The awards are intended to cover items such as textbooks and equipment, which can vary significantly depending upon the subjects studied. Transport costs might also be an issue if students need to travel some distance to the college and have to purchase related passes. Additionally, their chosen subject may involve additional field trips or visits, whose costs might be a barrier to full participation. Finally, in terms of next steps decisions, students should be able to attend open days and interviews at intuitions or businesses without undue financial hardship.

The bursary is awarded under two sections, in consideration of need:

**Section A: for vulnerable groups** - is awarded within strict Government defined criteria and has limited eligibility (please see below for definitions)

**Section B: discretionary bursary** – is aimed to support families whose financial circumstances might prohibit the learner from fully participating in their chosen programme of study.

We would encourage learners to apply to the fund, and application can be made throughout the year if their circumstances change. Please note that students that have poor attendance or repeated behaviour concerns may not be paid their bursary. Students who have excellent attendance (95%+) will be paid a bonus on top of the basic bursary.

## Section A – Vulnerable Groups

Statutory payments for vulnerable learners of £1200 as set out in the guidance where eligible.		
Vulnerable Learners	Tick	Evidence to provide and what to do next
Young people in care, or care leavers.	<input type="checkbox"/>	Please supply supporting letter from your Key Worker or Social Worker.
Young people receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment Support Allowance or Universal Credit in their own right.	<input type="checkbox"/>	Please supply copies of benefits paperwork dated within the last six weeks. Copies are not returned.
Young people in receipt of Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent upon them and living with them, such as a child or partner.	<input type="checkbox"/>	Please supply copies of benefits paperwork dated within the last six weeks. Copies are not returned.
<b>Please sign the Assessment Declaration and return your form with all supporting evidence to the Sixth Form Office</b>		

## Section B – Discretionary Bursaries

<b>Support is based on income, distance travelled and subject requirements.</b>	
A family, who receive income related benefits and / or whose entire family income is below <b>£26,884</b> per year	Please complete the financial assessment section of this form, enclosing required copies of benefit letters etc dated within the last nine weeks. Copies are not returned.
<b>Please sign the Assessment Declaration and return your form with all supporting evidence to the Sixth Form Office (see address at the end of the form)</b>	

**PLEASE NOTE : Bursary payments are made directly by cheque to the student at intervals throughout the year. Cheques are in the student's own name. Students must therefore have a valid bank or building society account in their own name.**

## Financial Assessment:

This section should be completed by the learner's Parent(s)/Carer

<b>Name of Parent/Carer 1:</b>	<b>Name of Parent/Carer 2:</b>
<b>Occupation of Parent/Carer 1:</b>	<b>Occupation of Parent/Carer 2:</b>
<b>Number of dependent children living permanently within the household</b>	

Please answer all questions either by stating all annual income, or by inserting 'NONE'.

Relevant documentary evidence of income must be submitted with this form.

	£	Evidence required
1 Parent/Care 1 annual gross income from employment and/or self-employment -----		P60 from April 2020 or 3 recent payslips
2 Parent/Care 2 annual gross income from employment and/or self-employment -----		P60 from April 2020 or 3 recent payslips
3 Income from Universal Credit (3 most recent statements) -----		<b>3 most recent monthly award statements</b>
4 Income Support, Tax Credits etc (annual amount) -----		Most recent statement award
5 Widowed Mother's Allowance or Widow's Pension (annual amount) -----		Most recent statement award
6 Retirement Pension (State Pension) (annual amount) -----		Most recent statement award
7 Employer(s) Superannuation or Retirement Pension(s) (annual amount) -----		Most recent statement award
8 Disability Pension / Benefit (annual amount) -----		Most recent statement award
9 Separation Allowance / Maintenance / Child Support (annual amount) -----		Most recent statement award
10 Any other benefit payments (e.g. CHILD BENEFIT) -----		Most recent statement award
11 Any other annual income over £200 per year -----		Bank or other financial statement document
<b>ANNUAL TOTAL: -----</b>		

**Have you enclosed copies of documentary evidence required? If not, your application will not be accepted and any payment may be delayed.**

**If you have any questions or would like any guidance please contact the Sixth form team on [post16office@fromecollege.org](mailto:post16office@fromecollege.org)**

**Assessment Declaration:**

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***Please read the following declaration, your application will not be assessed unless you sign and date.***

I declare that all the information given on this form is to the best of my knowledge correct in every respect and I UNDERTAKE to inform the Head of Sixth Form of any changes in the particulars given concerning my circumstances.

If for any reason, the learner named either leaves the College or fails to complete the course or abide by the College's behaviour and attendance policy for which he/she has been granted an award, I UNDERTAKE (a) to notify the Head of Sixth Form immediately and (b) to return the award upon request.

Frome College is under a duty to protect the public funds it administers and to this end may use information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

If you knowingly provide misleading or false information, you may be liable to prosecution.

Signed: (Parent/Carer) ..... Date: .....

Full Name (*in block capitals*): .....

Signed: (Student) ..... Date: .....

**Please return by email to [post16office@fromecollege.org](mailto:post16office@fromecollege.org)**

**or post to**

**Sixth Form Office. Frome College, Bath Road, Frome. Somerset. BA11 2HQ**