

Date application received (for internal use only):

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

## Application for 16 – 19 Bursary 2021-22

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

Did you receive the 16-19 Bursary for 2020/21?

Yes

No

Learner's Legal Surname:

Learner's Legal First Names:

Date of Birth:

YEAR (12 or 13) :

Gender:

Home Address:

Postcode:

SCHOOL EMAIL ADDRESS :

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 Universities or employers 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 encourage eligible students to apply to the fund, and application can be made at any point in the year if their family 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>		

OR

## Section B – Discretionary Bursaries

<b>Support is based on HOUSEHOLD INCOME</b>	
A family, who receive income related benefits and / or whose <i>entire family income</i> is below <b>£26,884</b> per year – this includes any benefits received for all children within the family.	<b>Please complete the financial assessment section of this form</b> , 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 <u>all supporting evidence</u> to the Sixth Form Office (see address at the end of the form)</b>	

### PLEASE NOTE :

- Any Bursary awarded will be paid in 3 instalments of £250 and is paid retrospectively at the end of each Term – ie. December, March and July.
- The payments will be made by electronic BACS direct to the student's own bank account.
- The School retains the right not to make a payment if the student's attendance or behaviour is considered unsatisfactory for that Term.
- Students must submit a NEW application for bursary payments in Year 13.

## Financial Assessment:

**This section MUST be completed by the student'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 2021 or 3 recent payslips
2 Parent/Care 2 annual gross income from employment and/or self-employment .....		P60 from April 2021 or 3 recent payslips
3 Income from Universal Credit (3 most recent statements) .....		3 most recent monthly award statements
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 for all children in the household) .....		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 ALL 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 on post16office@fromecollege.org or tel 01373 469014

**BANK DETAILS :**

The student must have their own Bank or Building Society account to receive electronic payments – cheques will NOT be issued and money will not be paid into a parent bank account.

- Name of account :
- Sort code (--/--/--) :
- Account number :
- Name of Bank or Building Society :

Please ensure that the type of account held CAN receive electronic payments.

**DECLARATION :**

**Assessment Declaration:**

*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