

Westcountry Schools Trust

Coombe Dean School



# Sixth Form

16 – 19 Bursary

2023-2024

Entitlement Criteria and Agreement  
Booklet

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## **Introduction:**

**The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.**

This booklet forms the Coombe Dean School 16 -19 Bursary Policy. Each section explains in detail everything that is expected from all students receiving bursary money. Please read this content carefully, before signing and returning the Student Agreement and Bank Detail information at the back of this booklet. This information needs to be returned to Mrs Stapleton, Post 16 Administrator.

## **Background:**

The 16-19 Bursary are funds given to the College by the Government, therefore administration and allocation of money will be subject to strict governance and audit regimes.

Payments are based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of the course of study.

The College expects students in receipt of the bursary to meet College expectations in terms of their conduct, progress in the programme of study and attendance.

**Bursary funds are for essential education related costs based on your actual financial need.**

**The bursary funds are not intended to:**

- provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes

Attendance threshold will be 94% to trigger a letter home to inform students that unless attendance improves, their bursary will be impacted. We want to support students in need as far as possible and all attendance issues must be considered on a case-by-case basis before a reduction is applied.

## Bursary categories

There are two types of 16-19 Bursary; a **vulnerable** bursary, and a **discretionary** bursary. To be eligible to receive either of these bursaries you must be aged over 16 and under 19 at 31 August 2023.

### Vulnerable Bursary (V1)

Students in the defined vulnerable groups are eligible for a bursary of up to £1,200 per year, and should be in one of the following: -

- young person in care, including unaccompanied asylum-seeking children
- young care leaver
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment **and** Support Allowance (ESA) or UC in their own right

*(If you are a parent you will also need to be living away from your own parents to qualify.)*

If you are applying for this level of support you will need to provide evidence in written form.

Suggested forms of evidence include:-

- A letter from the Department for Works and Pensions (DWP) setting out the benefits to which you are entitled
- Written confirmation of your current or previous looked after status from the local authority that looks after you, or provides you with other leaving care services.

### Discretionary Bursary (D1, D2 & D3)

Discretionary bursaries are aimed at students who would not be able to stay in education without financial help. There are three types of Discretionary Bursary as detailed below.

You will qualify for **D1** if: -

- you are in receipt of Free School Meals, and/or
- you have a household income up to £24,000.

You will qualify for **D2** if: -

- you have a household income between £24,001 and £28,000.

To claim for the **D3** bursary there must be exceptional circumstances requiring a one-off payment - please speak to the Sixth Form Team if you think you may be eligible for this.

Students who are eligible for V1, D1 or D2 bursaries, and who have additional travel costs may be eligible for a higher value of bursary. **Please make your Sixth Form Team aware of any travel cost you will incur.**

### How do I claim bursary funds?

You will have been informed by letter which category of bursary you have been awarded, and the maximum amount of funds available to you.

Payment will either be:

- a) made monthly into your bank account
- b) reimbursed to you on provision of receipt or
- c) payments made on your behalf as agreed when your application was approved.

**Further conditions of funding:**

For all purchases that you make using your bursary fund, you must provide a copy of the receipt. All receipts should be submitted each term to the Sixth Form Team, in an envelope with your name and Tutor Group clearly marked on the envelope.

A reconciliation of funding paid and costs incurred will take place at the end of each term. If receipts are not provided it may result in future payments being stopped and/or funds being recovered.

**If receipts are not provided, bursary funding may be withheld and clawed back**

Please be aware that a condition of the bursary fund is that IT and other equipment with a value over £100 must be returned to the College when you have completed your study programme.

**Data confidentiality:**

- The 16 – 19 Bursary contract is between the College and you.
- To respect your confidentiality the College will only discuss payment and contract issues with you, the student.
- You can invite a parent, carer, etc. to accompany you to an appointment to discuss a bursary issue.

**What must I do now?**

In order for a student to receive bursary payments a bank account must be held in the student's name. Bank details i.e. account number, sort code etc. need to be completed on the form at the end of this booklet and return it to Mrs Stapleton, Post 16 Administrator.

If you received bursary payments previously, you are asked to complete the bank form again.

Students also need to sign and return the Bursary Agreement Form at the end of this booklet.

**Failure to return this information will result in non-payment.**



## 16-19 Bursary Student Agreement

I have read all the information within the Entitlement Criteria and Agreement Booklet, and understand the conditions in accordance with receiving the 16 – 19 Bursary payments. I acknowledge that all bursary funds are to support my educational needs.

**Payments shall only be awarded upon receipt of this Student Agreement being signed and returned with your bank details.**

**Student:**

**Signature..... Print full name ..... Date .....**

**Bursary Co-ordinator:**

**Signature..... Print full name ..... Date .....**



## Bank Details 16 – 19 Bursary

Part A – **ALL** sections to be completed by Student (CAPITAL LETTERS)

### Student Details

Title:		Forename(s):		Surname:	
Preferred Forename(s):					
Tutor				Date of Birth:	D D M M Y Y Y Y
Home address and postcode:					
Mobile Number:					
Email address:					
<b>Bank Account – details to which your payment should be entered</b>					
Bank & Branch Name:					
Branch Address:					
Sort Code:	-	-			
Account Number:					
Name of Account Holder:					
Signature:				Date:	D D M M Y Y Y Y

### Part B – To be completed by Authorised Officer

I confirm that the above-named is a student at Coombe Dean School and has been nominated for the 16 – 19 Bursary										
Signature:		Date:	D	D	M	M	Y	Y	Y	Y
Print Name: (CAPITAL LETTERS)										