

The City of Leicester College

Sixth Form Bursary Application 2021 - 2022



1. Personal Information

Surname				Forename			
Tutor Group			Admission number (staff to complete)				
Date of Birth			Age on 31 st August 2021				
Current Address							
Postcode			Home phone			Mobile	
College E-mail address							
Bank Name							
Bank Address							
Account Holder Name							
Account Number							
Sort Code							

2. General Eligibility Criteria

To be eligible for any of the Bursary payments, you must meet the General Eligibility Criteria below:

- Be aged under 19 on August 31st 2021
- Meet the residency criteria in the EFA 2021/22 funding regulations for post-16 provision

You need to apply for ONE of the three Bursary payments by completing the relevant sections on this form.

Application form for Bursary A and Bursary B must be ideally returned by Friday 17th September 2021, although students can apply throughout the year.

You may need to provide documentary evidence to support your application.

3. Bursary A: Vulnerable Students

Bursary A provides a bursary of up to £1200 per year paid in monthly installments to young people in care/care leavers; and to young people in receipt of working family tax credit/universal credit; and to disabled young people in receipt of Employment Support Allowance/ who are also in receipt of Disability Living Allowance/Personal Independence Payments in your own name. In addition, students will need to meet the general eligibility criteria outlined in Section 3.

Students who qualify for this bursary will receive an initial payment of up to £300 at the end of September and then nine monthly payments of up to £100.

If at any stage a student's attendance or attitude to learning gives cause for concern payments may be withheld: attendance must be 96% or greater (as per the college attendance policy). Students with negative logs during the relevant payment period may have payment withheld. If a student is formally excluded, payment will be withheld.

Should a student become eligible for Bursary A during the course of the year a pro rata payment (taking account of the proportion of the year remaining) may be made.

I meet the qualifying criteria. Please tick the appropriate box(es) below:			
I am in Care/I am a care leaver	<input type="checkbox"/>	I receive Working Family Tax Credit/Universal Credit	I receive both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance

You will need to provide evidence of your entitlement by supplying the relevant documents specified in **Section 9**.

4. Bursary B: Free School Meals

A bursary will be available to Post 16 students who are eligible and registered for Free School Meals. In addition, students will need to meet the general eligibility criteria outlined in Section 2.

- You may apply to the fund for help with specific course related costs such as, books and other resources for lessons, educational visits (including University Open Days & Interviews).
- If you live more than 2 miles away from college we may reimburse bus travel expenses from weekly, monthly, or 3 monthly bus passes only. Individual bus tickets will not be accepted.

You can apply throughout the year. The amount available to you will depend on the number of students claiming bursary.

If at any stage a student's attendance or attitude to learning gives cause for concern payments may be withheld: attendance must be 96% or greater (as per the college attendance policy). Students with negative logs during the relevant payment period may have payment withheld. If a student is formally excluded, payment will be withheld.

I confirm that I am in receipt of Free School Meals (Please tick box if applicable).	<input type="checkbox"/>
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5. Bursary C: One-off contributions for students whose financial circumstances become a barrier to their education

Schools have been provided with a limited allocation of money which can be used to help students whose financial circumstances are a barrier to their education. This allocation may be used to provide or make a contribution towards resources for learning.

If you are NOT in receipt of Bursary A, or Bursary B, but your household income is below £25,000 and your household is in receipt of Working Tax Credit or Universal Credit then you are entitled to Bursary C. You will need to provide documentary evidence of your household income with your application.

- You may apply to the fund for help with specific course related costs such as books and other resources for lessons, educational visits (including University Open Days & Interviews).
- If you live more than 2 miles away from college we may reimburse bus travel expenses from weekly, monthly, or 3 monthly bus passes only. Individual bus tickets will not be accepted.
- When sixth form students have full access to the canteen you will receive a contribution towards meals in the school canteen, if funds allow.

You can apply throughout the year. The amount available to you will depend on the number of students claiming bursary.

Provision of all support will be discretionary and based upon individual circumstances.

If at any stage a student's attendance or attitude to learning gives cause for concern payments may be withheld, attendance must be 96% or greater (as per the college attendance policy). Students with negative logs during the relevant payment period may have payment withheld. If a student is formally excluded, payment will be withheld.

Students who wish to make an application to this fund should complete the details below.

I confirm that I wish to apply for financial contributions	<input type="checkbox"/>
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6. How decisions will be made

Those most in need will be identified as young people in care, disabled, care leavers, young people living independently and receiving Income Support/Universal Credit, and those in receipt of Free School Meals (Bursary A and B applicants). Applicants whose household income entitles them to Universal Credit/Working Tax Credit can apply for Bursary C applications. Decisions about applications for the Bursary C funds will be made once Bursary A and B funds have been allocated.

Every effort is made by The City of Leicester College to look at each application on its own merits. The college reserves the right to make awards to individual learners who do not necessarily meet all of the criteria.

You will be advised of the outcome of your application via email.

7. How payments will be made

Payments will be made by BACs transfer to the student's bank account.

The college authorises payment for each student based on attendance records, commitment to work, and appropriate behaviour. If the decision is made to withhold payment, you will be notified by e-mail.

You must check your own emails.

8. Appeals Procedure

All applicants have the right to appeal against decisions made. If you are unsure why payment has been withheld, or feel that the withholding of payment is unjustified then you should talk in the first instance to Mrs Hall. If the matter is resolved satisfactorily and payment can be authorised, payment will be re-instated.

If you do not feel that the issue has been resolved to your satisfaction, you should contact Mr Dakin in writing outlining your concerns.

All appeals must be made within two working weeks of the decision being made.

As the Bursary Agreement is with the student, we reserve the right to only discuss information with the student concerned, but may agree to discuss the arrangements with the student's parent(s)/guardian(s) with the express authorisation of the student.

9. Further information/evidence required

We require evidence that you meet all requirements before we can make an award. All evidence provided will be treated in the strictest of confidence. We will need to photocopy the evidence and will return all originals to you.

The evidence we can accept is as follows (tick as appropriate):

For Bursary A-Vulnerable Students only

Evidence from the Local Authority confirming my 'Looked After' status

A letter from the DWP/Job Centre confirming your entitlement to Income Support/Universal Credit in your own name or entitlement to Employment Support Allowance or entitlement to Disability Living Allowance/Personal Independence Payments in your own name.

For Bursary B Students

I authorise the Bursary staff to access college records to confirm my entitlement to Free School Meals

For Bursary C Students - Formal official evidence that all of my household income is less than £25,000.

Current Working Family Tax Credit form

The past 3 months of Universal Credit information

The last two pay slips and P60, all other household income i.e. receipt of any pensions (these could be paid yearly), financial assistance scheme payments.

These need to be original documents and not photocopies.

Declaration:

I declare that the household income information I have given on this form is correct and complete. All household income has been included. I understand that if I have not advised the true income any payments could be reclaimed. A referral to the Police may be made with the possibility of the student and/or family facing prosecution.

Signed(Parent or Carer): _____ Dated: _____

10. Declaration

- I confirm that I have read the 16 – 19 Bursary Policy document before submitting this application.
- I confirm that the information I have provided on this application is correct to the best of my knowledge and that I understand that I must immediately notify The City of Leicester College of any change of circumstance which may affect my entitlement to a bursary payment.
- I understand that failure to do this may mean that the college may request repayment of my award.
- I understand that the college will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon full attendance, and my behaviour. Should my attendance or behaviour be unsatisfactory or I withdraw from my course early, I may be asked to pay back some or my entire award.
- I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16 -19 Bursary Fund.

I consent to the release of confidential information as defined below.

Signature of applicant:

Date:

Please return your application form to Mrs Hall
You will be informed of the result of your application by email.

CONFIDENTIALITY: It may be necessary to request additional information from other College staff before a decision can be made. The finance department will only be provided with details of any award to be made. Permission will be sought before any information is passed on to others in the college.

For Admin Use Only

Date Received		Category	A	B	C	Evidence Received?	Y	N
Date Added to Spreadsheet		Date Student Emailed						
Further comments								

