



17 September 2020

Dear Student

Re: 16-19 Bursary Fund

The school receives funding to provide support to those Sixth Formers who are facing financial difficulties in continuing their learning. The bursary fund offers two types of support:

Group One: A bursary of up to £1,200 per annum is available to students if one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for them if the young person's claim for ESA succeeds.

Group Two: Learners facing financial hardship with a household income of less than £26,100 per annum are eligible to apply to the 'Hardship Fund'.

Distribution of the Hardship Fund:

The hardship fund will be distributed at the discretion of the school as a full payment, a contribution towards a cost, or a loan that is later repayable to the school. Claims may be made for items such as travel to school; books; stationary and equipment; items of clothing in accordance with the sixth form dress code; contributions towards curriculum trips and visits; UCAS fees and travel costs to visit universities. A meal allowance of up to £3.50 per day is also provided.

Loans of specific equipment made under the Bursary remain the property of Guiseley School and must be returned to the school.

Books, trips and visits can be expensive in the sixth form so we encourage students to apply for funding, should they meet the criteria.

The hardship fund is also available to assist students facing any emergency needs, such as accommodation costs until the learner's benefits are received.

How to apply: Please complete the electronic application form, which will be made available via the school's website at the beginning of term. All evidence of income levels, such as P60; benefits letter etc. need to be emailed to finance@guiseleyschool.org.uk with '16-19 Bursary Fund' clearly indicated in the Subject box.

Students need only apply to the Discretionary Fund once each academic year. The electronic application form (for the discretionary bursary and for group one bursaries) must be submitted, and the financial evidence of income emailed, by the end of the first half-term, i.e. Friday 23 October 2020.

Students experiencing a change of circumstances during the course of the year may submit an application at any time.

Please do read the school's [16-19 Bursary Fund Policy](#), a copy of which is available from the school's website. (Click on the 'Students' tab and then on the '16 to 19 Bursary Fund' tab.)

Please note that due to COVID-19 all claims must be made by email this year. Scanned copies of receipts will be accepted.

If you have any queries at all about the 16-19 bursary fund please ask me and I will assist you.

Yours sincerely

Catherine A Beaton

Mrs Catherine Beaton
Director of Administration and Finance