

# 16-19 Bursary Fund Information 2021-2022

## What is the 16 to 19 Bursary?

16 to 19 Bursary Funds are designed to support pupils to remain in education. To be eligible you must meet specific eligibility criteria and you will need to agree to standards of attendance and behaviour to receive the bursary.

## Who is eligible for the bursary scheme?

To be eligible you must be at least 16 years' old and under 19 years old on 31 August. You must also be taking part in full-time or part-time further education, or training.

Further information and advice for young people regarding the 16-19 Bursary Fund is available from [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund).

The Bursary Fund has two elements: Vulnerable Student Bursary and Discretionary Bursary. You can only apply for one type, depending on your personal circumstances.

## Vulnerable Student Bursary

To be eligible for this bursary you must meet the following conditions:

- Starting Year 12, 13 or 14 in September 2021
- Aged between 16 and 18 on 31 August 2021
- Belong to one of the following groups:
- In local authority care, or have recently left local authority care; or
- Receive Income Support or Universal Credit as you are financially supporting yourself or financially supporting yourself and anyone who is dependent on you and living with you, such as a child or partner; or
- Receive Disability Living Allowance or Personal Independence Payments in your own right as well as Employment Support Allowance or Universal Credit in your own right.

## Discretionary Bursary

To be eligible for this bursary, you must meet the following conditions:

- Starting Year 12, 13 or 14 in September 2021
- Be aged between 16 and 18 on 31 August 2021.
- Be eligible for Free School Meals; or
- Living in a household with a gross annual income (including benefits, tax credits, universal credits) below £25,000; or
- Students who have been affected by a sudden exceptional change in financial circumstances.

## What is a bursary for?

The bursary is to help with costs related to your studies, e.g. transport, books, equipment or other miscellaneous costs associated with your course.

## How much will I receive?

If your application is approved as a Vulnerable Student Bursary, you will receive a payment of up to £1200 in the academic year 2021-2022 payable in 6 equal instalments.

If your application is approved as a Discretionary Bursary, you could receive a payment of between £300 and £800 in the academic year 2021-2022, payable in 6 equal instalments.

The amount you receive will be determined by your individual circumstances and the requirements of the course you are studying.

All payments made under the scheme will be subject to meeting the attendance and behaviour requirements set out in the Bursary Agreement, this will be given to you if your application is successful and must be signed before any payments are made.

Applications for the 16-19 Bursary can be submitted at any time but it is important to recognise that there is a limited amount of funding available, therefore all applications are subject to the availability of funding at the time of your application.

Applications will not be considered once all funds have been distributed.

### **How do I apply?**

If having read this guidance you believe you are eligible for a payment under the 16-19 Bursary Fund, please complete the application form and return it to the Sixth Form office by Friday 17 September 2021.

### **How will you pay me?**

Payments will be made into your bank account via a system known as BACS transfer. It is essential that you have a bank account in your name, as payments can only be made into your own account via a BACS transfer. Cash payments will not be made. Please note, we are unable to make payments into Post Office accounts.

Eligibility for the bursary will be re-assessed annually, so please re-apply each year.

### **How will I know if my application has been successful?**

If your application is successful, you will be notified in writing showing how much has been awarded to you and when you can expect to receive your first payment.

### **Application Deadline**

Completed applications need to be submitted by **Friday 17 September 2021**. Late applications will be considered under category 4; exceptional change in financial circumstances.

### **What happens if my application is unsuccessful?**

You have the right to appeal against the decision.

Appeals in writing should be sent to:

**Mr G Horn**  
**Principal**  
**Neale-Wade Academy**  
**Wimblington Road**  
**March**  
**Cambridgeshire**  
**PE15 9PX**

You must submit your appeal request within 10 working days of receiving the decision letter sent to you. Your appeal will be presented to Mr Horn for a decision. This decision is final; there is no further appeal beyond this point. You will be notified in writing within 15 working days of the outcome of your appeal.

### **Further information and assistance**

If you require any further information, or wish to discuss your application, please contact:

**Dr C Spibey**  
**Assistant Principal – Head of Sixth Form**  
[cspibey@neale-wade.org](mailto:cspibey@neale-wade.org)  
**01354 606000**

***PLEASE RETAIN THIS GUIDANCE FOR  
YOUR INFORMATION***

# 16-19 Bursary Fund

## Application form 2021-2022



**PLEASE COMPLETE THIS FORM AND RETURN TO THE SIXTH FORM OFFICE BY FRIDAY 17 SEPTEMBER 2021**

### SECTION 1: DETAILS OF APPLICANT

FULL NAME: ..... DOB: .....

ADDRESS: .....

.....

Tel: ..... Email: .....

### SECTION 2: ELIGIBILITY CATEGORY

This section will ask you to indicate under which of the 4 agreed categories you wish your application to be considered. Please only put a cross next to one category. You will also find information about the evidence you will be required to supply to support your application.

**CATEGORY 1:** I WISH MY APPLICATION TO BE CONSIDERED UNDER THIS CATEGORY

Student in local authority care or recently left local authority care.

Student in receipt of Income Support or Universal Credit as you are financially supporting yourself or financially supporting yourself and anyone who is dependent on you and living with you, such as a child or partner.

Student in receipt of Disability Living Allowance or Personal Independence Payments in your own right, as well as Employment Support Allowance or Universal Credit in your own right.

In support of my application, I enclose either:

- a) Written confirmation of my current or previous looked after status from the local authority who looked after me or provided my leaving care services.
- b) A letter or statement confirming that I am in receipt of the benefits as detailed above.

**CATEGORY 2:** I WISH MY APPLICATION TO BE CONSIDERED UNDER THIS CATEGORY

Student claiming or who is eligible to receive free school meals.

To be eligible under this category, someone in your household must be in receipt of the following qualifying benefits:

*Income support, income based job seekers allowance, income related employment and support allowance, child tax credit only as long as your income does not exceed £16,190, support under part VI of the Immigration and Asylum Act 1999, guarantee element of state pension credit and from 1 May 2009, parent who has the four week run immediately after employment ceases.*

Supporting evidence must be provided.

**CATEGORY 3:** I WISH MY APPLICATION TO BE CONSIDERED UNDER THIS CATEGORY

Student whose gross household annual income (inclusive of any benefits/tax credits/universal credits) is below £25,000.

In support of my application I enclose the following information:

A copy of entitlement to means tested state benefit, tax credit award notice or universal credit award notice confirming household income of less than £25,000 or evidence of self-employment income (inclusive of any benefits/tax credits/universal credits) of less than £25,000 (SA302 or certified accounts only) for your last accounting period.

**CATEGORY 4:** I WISH MY APPLICATION TO BE CONSIDERED UNDER THIS CATEGORY

Student who has been affected by a sudden, exceptional change in financial circumstances.

I have enclosed a detailed statement in support of my application.

**SECTION 3: SUPPORTING STATEMENT**

Please give information on how you intend to use your bursary payments if awarded.

**SECTION 4: BANK DETAILS**

Please provide student bank details.

Please note, we are unable to make payments into Post Office accounts.

ACCOUNT HOLDERS NAME: .....

BANK/BUILDING SOCIETY: .....

8 DIGIT ACCOUNT NUMBER: 

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ROLL NUMBER IF APPLICABLE: .....

SORT CODE: 

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**SECTION 5: DECLARATION BY APPLICANT**

I confirm that I have read the Bursary Fund information document before submitting this applicaton.

I confirm that the information I have provided on this application is correct and to the best of my knowledge. I will notify Neale-Wade Academy of any changes to my financial circumstances which may affect my entitlement to the Bursary Fund.

I understand that if I leave before the completion of my course, I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund.

I understand that my information is being held by Neale-Wade Academy in accordance with GDPR and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. Bank details are needed in order to make bursary fund payments and these are stored in a secure lockable place and will be held for the current financial year + 6 years and then removed and securely disposed of.

Signed: .....

Date: .....