



Bursary Fund Application Form 2023/24

Please complete the form and bring it together with your supporting evidence.

Learner Details					
Title:		First name:		Surname:	
DOB:			Age: (You must be aged 16, 17, 18 (and under 19) on 31 st August 2023, or aged 19+ and continuing on a programme at SM6 that you began aged 16-18, to apply)		
Address:					
Postcode:		Mobile:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years? If not, please provide a copy of your biometric card or residency status.				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August 2023 and meet the ESFA's residency criteria. The purpose of the bursary is to enable you to attend training at St Mary's Sixth Form College and will only be awarded if your attendance and behavior meet the required standard. Meeting the criteria for a bursary does not automatically mean funding will be given.

Bursary for Vulnerable Groups Criteria	
To qualify, you the student must fall into one of the below categories and produce the required evidence as stated.	
Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments in their own right (evidence required, award letter showing in receipt of both ESA (DLA/PIP))	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria					
Your household income is one of the criteria, which will help us to assess your application. If your TOTAL Household income exceeds £30,000 per annum, you will not be eligible for bursary funding. This total should include employment (if applicable) and household benefits.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Please list the names of the household members and relationship to learner:					
Name			Relationship to Learner		

Study Participation Costs: Please answer the questions below in order for the finance team to appropriately allocate funding.

1. List the title of the college course/courses you are studying at SM6 below:

2. Do you require financial help for food during college hours? YES ☐ NO ☐

3. Do you require financial help for transport to and from college? If you take the bus, please specify the bus number/ pass required. YES ☐ NO ☐

4. Do you require equipment/stationery for any of your courses? Please specify below. YES ☐ NO ☐

5. Do you require anything in addition to the items above, on a monthly basis? Please provide details.

Any additional requirements to your monthly award may be requested. You will need to see the bursary team for an exceptional claims form. This could include trip subsidies directly linked to your course(s), transport for a university interview etc. It is then at the discretion of the finance team as to whether this can be awarded additionally.

Please provide your bank details below, as printed on your bankcard or statement.

Please be aware that wherever possible we will pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing learners with a travel pass. If a cash payment is agreed, this will be paid directly into **Learners'** bank accounts only (by BACS).

Account Name: _____

Bank Name: _____

Account Number: Sort Code:

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners.
- I will attend regularly and complete the course(s) for which my bursary is supporting me.
- I understand that should my attendance fall below 90%, including attendance to all timetabled activities (NST, PPD, Form, etc.) my financial support may be withdrawn.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary award I receive is to provide me with the means to remain in learning and should directly link to supporting my academic learning or post-sixth form progression

Applicant Signature: _____ **Date:** _____

Assessment and Approval 2023/24

FOR OFFICE USE ONLY (Please leave blank)

Eligibility: All Bursaries

- ☐ Student meets the age criteria.
- ☐ Eligible education provision.
- ☐ Student meets the residency criteria for post-16 provision.
- ☐ Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- ☐ Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- ☐ Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- ☐ Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- ☐ Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- ☐ Evidence of income and overall eligibility obtained, and copies retained.
- ☐ Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Eligibility – please tick appropriate box (✓)

Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Those young people who receive income support/universal credit Care Leavers or young people who are looked after children Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.
Free Meals	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed.



Amount awarded	
----------------	--

SIGNED: _____ DATE: _____

NAME: _____ POSITION: _____