



16 – 19 BURSARY FUND 2018 - 2019

1. Introduction

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial considerations.

Each school has been allocated a fixed sum of money for the 16-19 Bursary Fund (this will vary from school to school based on demographic information).

Students who are eligible must **apply by the 13th September** and must also supply the required evidence to support the application. This fund is designed to help support those young people who face the greatest barriers to continuing in education post 16. The fund has two elements: the Vulnerable Bursary for vulnerable young people and the Discretionary Bursary for young people facing financial barriers to participation. These funds can be used by the students to help pay towards the costs related to participation in full-time education, such as transport, meals, University Open Days, University interviews, books and equipment.

2. Criteria and Eligibility

The Governors of The Cotswold School Academy Trust have agreed a policy for the distribution of the funding which states that 5% of the total funding will be held back for administration and 10% of the total funding will be held back for applications that are received after the deadline of 13th September (i.e. change of circumstances & new students). It is therefore vital that those who are eligible apply before the deadline of 13th September to avoid a substantially lower ratio of funding. To be considered for the first round of Bursary Applications this deadline must be met and is non-negotiable. The remaining 85% will be prioritised and allocated as follows:

(A) Vulnerable Bursary Group: These students will receive £1200 for the year based on enrolling on a Full Time (EFA funded) course and meeting the Student “Commitment Condition” stated below.

Vulnerable Bursary students are:

- Young people in care
- Care Leavers
- Young people **personally** in receipt Income Support, or Universal Credit 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
- Disabled young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Please note: Original sources of evidence will be required by the school at the point of application.

(B) Shared Residual Allocations: The remaining sum (“residual fund”), i.e. after the Vulnerable Bursary deductions above have been made, will be allocated as follows:

Step 1: Eligible applicants are identified as falling under one of the three Student Tiers of Need below:

- **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose Household income is less than £16,190
Evidence: Original Local Authority letter/school transition data or Original Tax Credit documentation from HMRC
- **Student Tier B** – Students whose home Household income is less than £20, 817
Evidence: Original Working Tax Credit annual statement letter from HMRC.
- **Student Tier C** - Students whose home Household income is less than £25, 520
Evidence: Original Working Tax Credit annual statement letter from HMRC.

Each Tier then has a specific weighting multiple for a share of this residual fund as in Step 2 below:

Step 2: Size of maximum payment depends upon the Student Tier, number of applicants and of course the total amount of funding available.

e.g. Tier	Weighting Multiple	No. of eligible students
A	3	a
B	2	b
C	1	c

3. Conditions of Funding

Students will be reviewed termly (re: their attendance, timekeeping and conduct) at pre set dates throughout the year. In order for the following term's funding to be authorised, students must have **zero unauthorised absences** since the last review or since the start of the course (if Term 1).

Students who are eligible for this funding should be aware that the additional financial support they receive in the form of the grant must be used to help off-set costs directly linked to their education, for example;

1. Transport

If the award is to be used towards the costs of transport (i.e Bus Pass) please ensure that ***the application is completed and returned to Mrs Jane Tanner together with supporting evidence no later than 29th August 2018.*** This will then allow enough time for the application to be processed and if approved enough time for a bus pass to be issued prior to the start of the 2018 – 2019 Academic Year. ***Gloucestershire County Council no longer offer any assistance with regard to Bus Passes to Post 16 Students.*** Where the total cost of the bus pass exceeds the total amount of the award, we will require a Top Up Agreement is entered into by the student/parents and or guardians.

2. Books and Equipment

3. Hardship Costs

4. Additional Course Costs (trips and residential)

5. Costs of travel to HE Open Days/Interviews

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the school of changes in their financial circumstances.

4. In Year Applications and the Contingency Fund

Applications outside of "Window 1" (13th September) will be allocated from the Contingency Fund (10% of total Bursary Fund Centre allocation). An estimate of the "residual funds" figure will be made by the Bursary Fund Panel and Steps 1, 2 and 3 applied as above. This means that non Guaranteed Bursary Group student allocations may vary according to the "residual funds" available in Windows 1 and 2 and during the year. Applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

5. Procedure for Application

To make an application, students/parents/guardians should complete the Application Form and return this to Mrs Jane Tanner. Students are advised to clarify that they have the correct evidence before submitting their application forms as inadequate evidence will not be accepted and the student may not then qualify for the first round of allocations, which will significantly reduce their eligibility payments.

Once the application form is complete with the evidence of eligibility attached, these should be placed in an envelope marked 'Private and Confidential' for the attention of; Mrs Jane Tanner. The applications will then be logged and checked. Each claim will be considered and a decision made in accordance with the fund guidelines.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

6. Timing and Amount of Funding

1. Students are only eligible for funding if they are legitimately enrolled and attending as defined by the criteria.

2. Applications for 2018/19 Bursary Fund may be made in the time periods below:

- **Window 1:**

For a response by 19th September, applications with evidence, should be received by 13th September **with original evidence attached**

- **Window 2*:**

Applications with evidence received after the Window 1 deadline but before 30th September will receive a response on October 7th

- **In Year Applications*:**

Beyond Window 2, applications will receive a response within 10 working days of submission. The final deadline for applications is the final day of Spring Half Term.

* All applications outside of Window 1 will also be pro rata based on the student enrolment date and academic year.

3. It is expected that at least 85% of the funds for the year will be allocated in November.

4. Funding Schedule:

The Bursary awarded will be paid termly in November, February and June.

Important Notes

- All funding awards will be made via cheque payment in the name of the Student.
- Students should ensure they have a bank account in their name through which to receive funds.
- Cheques which are not collected or cashed within 4 weeks of the advised date by students will be cancelled and the funding reallocated.
- If a partial allocation is made, the payments will be related proportionately.
- This is a year on year Government Funded Grant and awards to students therefore relate only to current academic year and therefore need to be renewed annually.
- Post 16 Transport, students are no-longer entitled to a free bus pass to enable travel to and from school on a Gloucestershire County Council contracted route, parents will need to contact Gloucestershire County Council by visiting www.gloucestershire.gov.uk/spareseat. This website contains all of the terms and conditions together with the cost of the bus pass



BURSARY FUND 2018/19 APPLICATION FORM

Student's Full Name:	<input type="text"/>
Address:	<input type="text"/>
Contact Number(s):	<input type="text"/>
Date of Birth:	<input type="text"/>

Please tick your eligibility:

A) Vulnerable Bursary Group

(defined as);

- Young people in care
- Care Leavers
- Young people personally in receipt Income Support, or Universal Credit 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
- Disabled young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Please note: Original sources of evidence will be required by the school at the point of application.

B) Residual Bursary Group (now select from one of the boxes below)

• **Student Tier A** – Students who have successfully claimed Free School Meals for the current academic year or whose household income is less than £16,190

Evidence: Original Local Authority letter/school transition data or original Tax Credit documentation showing household income

• **Student Tier B** – Students whose home Household income is less than £20, 817

Evidence: Original Working Tax Credit annual statement letter from HMRC.

• **Student Tier C** - Students whose home Household income is less than £25, 520

Evidence: Original Working Tax Credit annual statement letter from HMRC.

I have read and agree fully to the terms and conditions of this grant

I have attached original evidence as required

Signed: Date:

Please return to Mrs Jane Tanner in a sealed envelope marked Private and Confidential