



## **Bohunt Sixth Form 16-19 Bursary**

Bohunt Sixth Form does not want any student to be prevented from continuing their education or participating fully in the life of the Sixth Form as a result of financial concerns. If a student is concerned about how to meet the cost of transport, equipment necessary for their courses and/or trips and other subject related activities then they should consider applying for the Bursary.

All information provided regarding the Bursary will be treated in the strictest confidence. We are aware that people's circumstances change during the course of the academic year and so we accept applications for the Bursary at any point during the year.

### **There are two categories of Bursary Award**

#### **Vulnerable Student Bursaries (known as VSB)**

A yearly bursary of up to £1,200 is available to young people in one of the four defined vulnerable groups:

- Young people in care
- Care leavers
- Those on Income Support or receiving Universal Credit in place of Income Support
- Disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment)

Where students fall into this category, they are entitled to a flat rate bursary of £1,200 of which the payment terms will be agreed on an individual basis with the Sixth Form and the student.

Students must provide official confirmation of their qualification for a VSB, for example a letter from the local authority or a letter from the Department of Work & Pensions (DWP) stating which benefit the young person is entitled to. Please note students cannot self-certify.



## **Discretionary Bursary**

Discretionary awards are for any students who are facing genuine financial barriers to participating in education. Institutions can determine the eligibility criteria and the frequency and conditions of payments.

At Bohunt Sixth Form, discretionary awards can be made in a number of ways depending on a student's circumstances\*.

Eligibility will be determined via this formal application. Eligibility for the bursary is based on gross annual household income and the family circumstances. We will be operating two levels of bursary funding based on income bands. Free School Meals from Year 11 is not an automatic acceptance for bursary; students must apply for the bursary in Year 12 and re-apply in Year 13.

Examples of acceptable supporting evidence for the Discretionary Fund are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2022). The income will be shown as Total for the Year.
- Payslips from the previous 3 months.
- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.

The Discretionary Bursary is to be used for activities such as:

- Support to meet costs of materials and textbooks that are a requirement of courses.
- Support to meet the cost of travel to Sixth Form.
- One-off payments to eligible students to cover the cost of specific items or attendance at educational events such as field trips and conferences.
- Help with travel costs to attend university open days and interviews.

\*Eligibility is usually based on annual household income of below £25000 and/or households who qualify for tax credits. The Sixth Form may request documentation to support the application.



### **Contingency Fund**

Any student meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

### **Qualifying condition requirements**

Eligible students will need to complete a qualifying learning period of 6 weeks before they are able to receive bursary payments, however, applications should be submitted in full by the deadline of 31 December 2023.

### **Conditions of Bursary**

All students in receipt of a bursary must meet weekly punctuality and attendance requirements of 95% to ensure continued support. In addition, students in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If a student does not meet these conditions, the Sixth Form reserves the right to withdraw or suspend Bursary payments.

### **Application Process and Payments**

All applications for a bursary fund payment are to be made to the Sixth Form Office

Students will be advised, in writing, of the outcome of their application. All eligible bursary payments will be made via BACS transfers and students must provide bank details when applying. Cheques are not issued and support can be given to any student who wishes to open a bank account for the purposes of bursary payments.

Please note that Bohunt Sixth Form guarantees that all personal information will be stored securely and will remain strictly confidential.

If you think you are eligible for a Bursary and would like to know more about the 16 – 19 Bursary Scheme at Bohunt Sixth Form please contact [chodgson@bohunt.hants.sch.uk](mailto:chodgson@bohunt.hants.sch.uk) or call [01428 724324](tel:01428724324).



## Bohunt Sixth Form 16-19 Bursary Procedure

Bursary funding is paid on completion of the required paperwork and following a short meeting with the Head of Sixth Form. All information is treated in the strictest confidence and is only required in order to meet the legislation set down by the Department for Education.

Please complete the details below:

### Student Details

<b>Surname</b>	
<b>Forename</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Date of Birth</b>	

Please tick the bursary you are applying for

**Vulnerable Bursary**

☐

**Discretionary Bursary**

☐

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No
4. Are you a disabled young person in receipt of employment and support allowance and also in receipt of disability living allowance?	Yes	No

**If you answered YES to any of the above questions, please attach the required evidence of this with your application form.**



5. How many dependents under the age of 16 are there in your household?			
6. What is your total annual household income? (Please complete the breakdown below)			£
<b>Salaried Income</b>	£	<b>Income Support/Universal</b>	£
<b>Tax Credit</b>	£	<b>Other Benefits/Pensions</b>	£
<b>Self Employed Earnings</b>	£	<b>Other income</b>	£

**Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification, Payslips, Other Income Support, Benefits, Pensions or Self-Employed Income Notification.**

**BACS details (this must be completed for the process to continue)**

The bursary is paid directly to the student. It is good practice to pay by BACS transfer to their own account.

Name on Account:	
Name and Address of Bank / Building Society:	
Sort Code:	
Bank Account Number:	



I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary or discretionary award will be provided on the basis that certain conditions set by Bohunt Sixth Form and understand that money may be claimed back if I/we knowingly gave information which is discovered to be false.

Student Signature:	
Parent Signature:	
Date:	

#### DATA PROTECTION DECLARATION

The information recorded on this form is required by the academy to assess your eligibility for financial support with your studies at the Bohunt Sixth Form. The information will be processed solely for that purpose. It will be treated as confidential, but may be passed to government funding agencies. Your application will be retained for 6 years.

#### Sixth Form Use Only:

Date Received:		Number:	
VSB:		Bursary:	
Evidence Seen:	Q1-4		
	Q6		
Date of Approval:		Awarded (Signed)	
Purpose:			
Level:		Student Advised:	
BACS set up:		Start Date:	