



Harlington Upper School

**16-19 Bursary Fund
2017/18**

Application Form

16 to 19 Bursary Fund 2017/18

The 16 to 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of three parts:

1. **Full Bursary (Level 1)** - Those most in need will be eligible for a full bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving income support (or equivalent universal credit) and young people receiving both Employment Support Allowance and Disability Living Allowance in their own right.
2. **Discretionary Bursary (Level 2)** - Other students who need financial support to help them to stay in education may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs.

For the Level 2 discretionary bursary, you must be one whose parents or carers are in receipt of:

- Income support (or equivalent universal credit)
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Child Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for the relevant tax year: £16,105 from April 2016
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance.

Or as a student, you must:

- Be in receipt of Free School Meals
- Be providing care to a sick or disabled relative
- Have a long term medical condition that can affect your studies.

3. **Discretionary Bursary (Level 3)** – students who have an identifiable need and do not fall into the Level 1 and 2 groups. You may be eligible for a contribution towards specific educational purposes e.g. transport or essential course materials and activities.

Application Process

If you believe that you may be eligible for a bursary payment, application forms with further information are available from the Sixth Form Office or the school website. You can only apply for one bursary.

Please enclose supporting evidence as required and detailed in the appropriate section. Please remember to complete the student agreement form as well.

Please return completed forms to

Mrs M Boyle
Business Manager
Harlington Upper School

Applications must be received no later than 29 September 2017.

Payment

Successful applicants will receive 3 payments for the academic year 2017-18, one per term. The amount of funding for the bursary scheme is limited. For the Level 1 bursary, payments will be made according to the Education and Skills Funding Agency process.

For the Level 2 and Level 3 discretionary bursaries, the amount paid will depend on the number of successful applications received. Payments for the Autumn Term will be made by 20 October 2017. Subsequent payments will be made as soon as possible after the start of the relevant term.

Receipt of a payment is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behaviour and progress in your studies. Payments for the Spring and Summer Terms may be delayed or withheld if you fail to meet the agreed standards.

Payments will normally be made by BACS directly to your Bank Account.

Deadlines

If you qualify, you will receive a payment for each term for the academic year 2017/18 from the point at which your application is received by the school. There will not be any back payments made for previous terms in an academic year.

For the Autumn Term 2017, applications must be received no later than 29 September 2017

If you miss this deadline you may still apply for support in the Spring Term of 2018. This form must be returned by 26 January 2018.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2018. The form must be returned by 4 May 2018.

Data Protection Act 1998: The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Questions and Queries

If you have any questions about the scheme or completing the application form, please contact:

Mrs M Boyle
Business Manager

mboyle@harlington.org

Tel: 01525 751297

Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld due to attendance, behaviour or progress, they should contact the Assistant Headteacher, Key Stage 5, Mrs H Sides, hsides@harlington.org. Written confirmation of the outcome of the appeal will be sent out within 10 days of the appeal being considered.

16-19 Bursary Fund Application – YOU MUST COMPLETE THIS FORM

1. Student Details

Student's surname		Year Group	
Student's first name		Form	
Address (including post code)			
Telephone number		Email address	

2. Parent Carer Details

Surname/Family Name			
First Name			
Address (including post code)			
Telephone number		Email address	

This application for assistance from the 16-19 Bursary Fund is made under the following category:

Full Bursary (Level 1) <i>Attach appendix 1 form</i>		Discretionary Bursary (Level 2) <i>Attach appendix 2 form</i>		Discretionary Bursary (Level 3) <i>Attach appendix 3 form</i>	
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Student's Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

Declaration of student and parent/carers:

- I confirm that I am eligible to receive the a bursary and that the details on this application and the evidence provided are true and accurate.
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

Signature of parent/carers: _____ Date: _____

Please remember to complete and return the student agreement form

Appendix 2

DISCRETIONARY BURSARY – Level 2

I wish to apply for support towards:

Specific Need (e.g. transport, meals, essential curriculum resources or activities, trips) – give full details and accurate costs	Annual cost £

Criteria	Tick as applicable
Income support (or equivalent Universal Credit)	
Income based Jobseeker's Allowance	
Support from the National Asylum Support Service	
Child Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the level set by the Inland Revenue for the relevant tax year: £16,010 from April 2014	
Guarantee element of State Pension Credit	
Income related Employment and Support Allowance*	
Am in receipt of Free School Meals	
Have a long term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support or other allowances (as above)– relevant and documentation showing proof of entitlement
- For Free School Meals – normally no proof will be required as we will already have the necessary documentation
- For a long term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.
- For providing care to a sick or disabled relative – a letter from the student explaining what care is provided together with confirmation from the relative that the care is provided.

Details of evidence provided:	Please provide original documents. These will be returned to you.

Appendix 3

DISCRETIONARY BURSARY – Level 3

Students who have an identifiable need and do not fall into the Level 1 and 2 groups.

You may be eligible for a contribution towards specific educational purposes e.g. transport or essential course materials and activities.

I wish to apply for support towards:

Specific Need (e.g. transport, meals, essential curriculum resources or activities, trips) – give full details and accurate costs	Annual cost £

Evidence to include should be:

- A letter setting out why the support is needed
- Evidence of gross household income (e.g. P60, payslip etc)

Details of evidence provided:	Please provide original documents. These will be returned to you.