

16-19 Bursary Fund

Eligibility 2023-2024

The **16 to 19 Bursary Fund** supports the most financially disadvantaged 16 to 19 year olds and those young people who most need help with the costs of staying in education. The Bursary does not need to be paid back.

Eligibility

To become eligible for any of the bursaries, students must fulfil the criteria identified below:

Level 1 Bursary - Vulnerable Student Award

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

- Students in care
- Care Leaver
- Young people receiving 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 a partner
- Young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance (ESA) or Universal Credit in their own right

Please note that there is a possibility of **No** award or a **Limited** award being given after students actual financial needs have been assessed.

Level 2 Bursary - Discretionary Student Award

Targeted towards young people who need financial help but who do not qualify for a Level 1 Vulnerable Student Award. All students will have the opportunity to apply for a Level 2 Bursary if they meet the following criteria:

- Young carers
- Learners who receive free school meals
- Learners whose family income is below £16,190 (in each case, family circumstances will be taken into consideration should the figure be higher)

Level 2 students may receive a one-off payment, installments, or be given a travel pass, free meals, books or equipment. Allocation of amount will depend on what the student requires and what subjects they study following an assessment of their actual financial needs.

Level 3 Bursary – Discretionary Student Award One-Off Payment

Aimed at students with an identifiable financial need who do not fulfil the criteria for Level 1 or Level 2 Bursaries. Students may only apply for funds for a specific educational purpose (see below).

- Cost of transport of getting to and from the academies at the beginning and end of the day
- Meals within school
- Books and equipment required for study
- Educational trips as part of the course being studied

Level 3 students may receive a one-off payment, installments, or be given a travel pass, free meals, books or equipment. Allocation of amount will depend on what the student requires and what subjects they study following an assessment of their actual financial needs.

To be eligible to receive the bursary, the student must be aged under 19 on the 31st August in the academic year in which they start their programme of study.

Students must satisfy the EFA residency criteria.

In order to ensure fairness and transparency, proof of income will be required as part of the application. Photocopies are preferred as we cannot guarantee the return of evidence.

Some of the money will be kept aside to meet “one off” needs that may be applied for throughout the year, to allow for students who join the Sixth Form later in the year and for those whose circumstances change. Any spare monies from this will be carried forward to the next academic year.

Conditions required for receipt of Bursary payments

The Bursary is paid on condition that students meet the standards of attendance, behaviour and effort agreed at the start of their programme in the UKAT Sixth Form Enrolment and Agreements form which is signed by both student and their parent/carer, and also that as stated in the 16-19 Bursary Agreement, signed by a student at the start of their Bursary.

Applying for a 16 – 19 Bursary

Students must apply for a bursary by completing a ‘UKAT Sixth Form 16-19 Bursary Level 1, 2 or 3 Application Form’, copies of which can be collected from Mr Witt.

*Applications for Level 1 & Level 2 Bursaries will be open until **Friday 22nd September 2023** for the academic year 2023/24. Applications received after this date or without the required proof of income will not be eligible for consideration (unless circumstances have altered). Applications for a Level 3 Bursary will be considered once the need at level 2 is known.*

16 – 19 Bursary (2023/2024)

Application Form

Student Details		
Student Surname:		
Student Forenames:		
Date of Birth:	Age at 31 st August 2023	Gender: Male/Female
Student Full Address:		
Town:		
County:		
Postcode:		
Landline Number:		
Mobile Number:		
Email Address:		
Residency Please select which of the following applies to you:	British Citizen <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Indefinite Leave to Remain <input type="checkbox"/>	EU / EEA Citizen <input type="checkbox"/> Refugee <input type="checkbox"/> Other: (please specify)
	Have you been resident in the UK or EU/EEA for the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Level 1 - Student Eligibility

Please select the criteria that applies to you (evidence is required)

<i>Criteria</i>	<i>Tick</i>	<i>Evidence to provide</i>	<i>What to do next</i>
Young people in care or care leaver		<i>A supporting letter from your social worker or key worker from relevant Local Authority</i>	<i>Complete Student Bank Details Read and sign the declaration and return your application together with your evidence</i>
Young people receiving Income Support or Universal Credit because they are financially supporting themselves or a dependent child/partner living with them		<i>A copy of benefits paperwork dated within the last 6 weeks</i>	<i>Complete Student Bank Details Read and sign the declaration and return your application together with your evidence</i>
Young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as ESA or Universal Credit		<i>A copy of benefits paperwork dated within the last 6 weeks</i>	<i>Complete Student Bank Details Read and sign the declaration and return your application together with your evidence</i>
I am in financial need and not receiving financial support from sources other than above		<i>Please tell us of any other sources of financial income</i>	

Level 2 and 3 - Student Eligibility

Please select the criteria that applies to you (evidence is required)

Young people facing financial barriers to participation/in other vulnerable groups			
<i>Criteria</i>	<i>Tick</i>	<i>Evidence to provide</i>	<i>What to do next</i>
Young carers		<i>A professional supporting letter from social worker, key worker etc</i>	<i>Read and sign the declaration and return your application together with your evidence</i>
Learners who are eligible to receive free school meals		<i>A letter from Medway LA proving receipt of free school meals OR evidence of household income</i>	<i>Read and sign the declaration and return your application together with your evidence</i> OR ↓
Learners whose family income is below £16,190		<i>Evidence of household income OR copy of benefits paperwork dated within the last 6 weeks</i>	<i>Complete the Financial Assessment section, read and sign the declaration and return your application together with your evidence</i>
Level 3 Bursary one-off payment		<i>Please specify below explaining why you need a one-off payment</i>	<i>Read and sign the declaration and return your application together with your evidence</i>

Please tell us why you need a bursary e.g. transport costs, distance to travel, lunch, equipment etc. and attach any supporting documents – please try and give us as much detail as possible (where possible, we will aim to purchase these items for applicants):

Level 2 and 3 Bursary – Financial Assessment

This section should be completed by the student’s parents/carers within whose house they live (Household) e.g. if the student lives with just Mum – just Mum’s details are required, if the student lives with Mum & Dad - both details are required, if the student lives with 1 parent and a step parent - both details are required. **Level 1 Bursary Applicants DO NOT NEED to complete this section**

Parent /Carer Details				
	Parent /Carer 1		Parent /Carer 2	
Surname:				
Forenames:				
Landline Number:				
Mobile Number				
Email Address:				
Relationship to student		<i>Tick</i>		<i>Tick</i>
	Parent	<input type="checkbox"/>	Parent	<input type="checkbox"/>
	Step-parent	<input type="checkbox"/>	Step-parent	<input type="checkbox"/>
	Legal Guardian	<input type="checkbox"/>	Legal Guardian	<input type="checkbox"/>
	Informal Carer: Please give details below		Informal Carer Please give details below	
Other Please give details below			Other Please give details below	

As this is a means tested bursary, proof of your financial circumstances will be required. Applications without evidence will not be processed. Photocopies of benefit books, payslips etc are required.

Details of household income			
Sources of income	Parent/Carer 1 (yearly total)	Parent/Carer 2 (yearly total)	Evidence Required
Income	£	£	P60 (dated 2022) OR Payslip (Last 3) OR Self-employed accounts (last submitted)
Job Seekers Allowance	£	£	Entitlement/Award Notice (dated within last 12 months)
Working Tax Credits	£		Award notice (Dated within last 12 months & must include ALL PAGES)
Child Tax Credits	£		Award Notice (Dated within last 12 months & must include ALL PAGES)
Income Support or Income Based Employment Support Allowance	£	£	Entitlement/Award Notice (dated within last 12 months and must include ALL PAGES)
Disability Living Allowance / Personal Independence Payment	£	£	Entitlement/Award Notice (dated within last 12 months and must include ALL PAGES)
Pension Guaranteed Credit	£	£	Entitlement/Award Notice (dated within last 12 months and must include ALL PAGES)
Universal Credit	£	£	Entitlement/Award Notice (dated within last 12 months and must include ALL PAGES) and/or the last 3 months statements
	Total	£	

<p>Number of dependents* living in the household that you are responsible for:</p> <p><i>*Dependent children are children in the same family and either aged under 16 or age 16-18 and still in full-time education</i></p>	<div style="border: 1px solid black; width: 100px; height: 60px; margin: 0 auto;"></div>
<p>Please tell us any other information you feel we should take into consideration:</p>	

Student Bank Details

Payments (unless items are purchased for a student) will be made directly into student's **own bank account**, via BACS; we cannot pay into any other accounts. Please fill this section in carefully and ensure the information you provide to us is accurate.

Account Holders Name	
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Account Number (8 digits)									
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Sort Code (6 digits)						
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Declaration

Please read and sign the Declaration

- I /we confirm that the information given above is correct and complete to the best of my knowledge and belief and is a true reflection of my /our financial position.
- I /we undertake to inform the academy immediately if my /our circumstances change.
- I /we understand that if the student leaves the academy he /she will not be eligible to receive further payments and overpayments may have to be repaid.
- I /we understand that payment of any award is conditional upon the student meeting his /her obligations regarding attendance, performance, behaviour and compliance with all procedures.
- I /we understand that the information provided may be shared with other agencies or organisations, as allowed by law, for the purposes of checking this application and / or the prevention of fraud.
- I /we confirm that the student is eligible for support from the 16 - 19 Bursary Fund on residency grounds and will provide suitable supporting evidence if required.

Signed by Student		Date	
Signed by Parent /Carer 1		Date	
Signed by Parent /Carer 2		Date	

Please return this form, along with all appropriate documentation to:

Mr Witt
16-19 Bursary
Brompton Academy
Marlborough Road
Gillingham
Kent ME7 5HT

OR

Mrs Marshall
16-19 Bursary
Chatham Grammar
Rainham Road
Chatham
Kent ME5 7EH