

I think I might be eligible for financial assistance from the 16-19 bursary, what do I do now?

- If you believe that you are eligible to receive financial assistance from the 16-19 Bursary Scheme and either the parent or student meets one of the criteria as listed previously, please complete the Bursary Application that is enclosed in you're admissions pack.
- When submitting your application, please ensure that you have also included copies of relevant evidence to support your application. Please see the application notes or Bursary Policy for further information on what evidence may be needed to support your application.
- You can return the completed form by email to 6thformoffice@uah.org.uk or post to:

Sixth Form Bursary Committee
University Academy Holbeach
Park Road
Holbeach
Spalding
Lincs
PE12 7PU

Once we have received your application and evidence, the bursary committee will assess the application and evidence to identify if and where financial support from the 16-19 bursary can be offered. We will write to you to confirm whether the application has been successful and where financial support from the bursary can be offered.

Also within the confirmation, please read the entitlement checklist carefully to identify where parents/students will need to provide evidence (receipts) of areas in which support has been offered (e.g. bus pass ID photo, uniform receipts, transport TRA number etc).

- If your application is unsuccessful, we will write to you outlining the reasons why the application has been unsuccessful and how you can appeal the decision. Please see 16-19 bursary policy for more information on the appeals process.

What happens if I join my course late or my financial/personal circumstances change after the

We still continue to welcome applications for both VSB and DB if you join us after the start of term in September, or if your personal or financial circumstances change during the academic year.

As we anticipate that most of the applications will be submitted by the advisory deadline in September, we cannot guarantee that we will be able to provide all financial support from the bursary from all options requested for support. However we will continue to make funds available for any applications approved after the advisory deadline in September.

If you are unsure about any part of the bursary application, or have any further questions, please

email 6thformoffice@uah.org.uk

or

contact the Sixth Form office on 01406 423042

UNIVERSITY ACADEMY
HOLBEACH



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LINCOLN
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Applying for Government 16-19 Bursary Scheme (Post 16– Sixth Form)

Parent/Guardian and Student
information guidance on Government
16-19 Bursary Scheme

What is the Government 16-19 Bursary Scheme?

This is a government scheme in which all Post16 education providers receive funding from the government, to help students who are identified as vulnerable or from financial disadvantaged backgrounds, with financial support to help retain them in Post16 education.

Applications open for the upcoming Bursary academic year in June.

Bursary applications are open throughout the academic year, however there is an advisory date for all bursary applications. Applications made after this date will still be considered for support once funds have been allocated to applications made before the advisory deadline. Please see the 16-19 Bursary Policy enclosed in your admissions pack for more information on the Sixth Form website.

Financial support from the 16-19 bursary is offered to help with educational costs of:

- *Uniform*
- *Meals in School*
- *Transport (both contracted school buses and public buses)*
- *Books and equipment*
- *Educational trips*
- *University/college interviews or visits*

We have two types of bursaries available for students, Vulnerable Student Bursary and Discretionary Bursary. Depending on the circumstances of the student will depend on the type of bursary they may be eligible for.

Vulnerable Student Bursary

Students who are identified as vulnerable should meet requirements of one of the following to be eligible for the VSB:

- **The student** is currently in local authority care.
- **The student** has left or has recently left local authority care
- **The student** claims Income Support or Universal credit.
- **The student** claims Disability Living Allowance (DLA) and Employment Support Allowance or Universal Credit in their own right.
- **The student** claims Personal Independence Payments (PIP) and Employment Support Allowance (ESA) or Universal Credit in their own right

Any applications for the VSB will need to include evidence of one of the categories above to be eligible for the VSB (e.g. letter from social worker confirming LAC status for students in care or care leavers, Income support award letters from tax office, PIP or Incapacity benefit award letters).

Students eligible for the VSB could receive a payment of up to £1,200. VSB payments are paid directly into the student's bank account to help support them with educational costs for their course.

Any payments made to students eligible for the VSB, should use payments made to the student to help pay for any educational or transport costs to help with their education.

Discretionary Bursary (DB)

The DB is made up of three tiers depending on the overall household income of the primary address of the student.

High priority groups are students that have a primary household income of less than £29,999 (this includes employment payments and any benefits claimed).

Medium priority groups are students that have a primary household income is between £30,000 and £39,000 (this includes employment payments and any benefits claimed)

Low priority groups are students that have a primary household income is more than £40,000 but less than £45,000 (this includes employment payments and any benefits claimed)

Any applications for the DB should include evidence of household income and any benefits received in the form of:

- Recent monthly bank/building society statement
- Most recent P60
- Tax credit award letters for most recent tax year
- Evidence of Self-employment income for most recent tax year
- Pension statement

If evidence of household income is not submitted, the application may be rejected. Payments from the DB are made "in kind" to help parents and guardians with the costs of educational costs as listed previously.

Payments made to parents or guardians from the DB should be claimed for by submitted any receipts for uniform/books and equipment/ university visit costs to the 6th form office. If you are offered support with paying for educational trips, payments will automatically be deducted from the 16-19 bursary funds for the student.