



Sixth Form

16 to 19 Bursary Fund

Guidance Notes

The Rushcliffe Sixth Form 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

The scheme is divided into two parts:

Nominated Bursary

This bursary is £1,200 a year and is paid in 3 instalments. It will be awarded to:

- Young people aged 16 and 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of income support, or equivalent Universal Credit (UC) in their own right, who are living independently of their parents; those whose parents have died and teenage parents).
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Discretionary Bursary

This bursary is available to Rushcliffe Sixth Form students not eligible for the full Nominated Bursary **who live in a low income household**. The following will be taken into account. The family is in receipt of:

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under Part VI of the Immigration and Asylum Act 1999.
- The guaranteed element of State Pension Credit.
- Child Tax Credit provided they are not entitled to Working Tax Credit and have low income

The level of support which the school can offer is dependent on the total funding received from the Young People's Learning Agency (YPLA) and the number of applications it receives. The level of funding may vary during the academic year.

Additional Help

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the 6th Form Office for more details.

Payment Conditions

- All bursary payments will be directly linked to attendance, behaviour and performance.
- All bursary payments will be paid directly into a student's bank account, dates to be advised.
- Eligible students must be under 19 on 31 August 2016 and enrolled on a non-fee paying full time course at the school.



Application Form

Rushcliffe Sixth Form 16-19 Bursary

If you need some help with this form, please telephone the School (0115) 9744050 and ask for the 6th Form Office.

N.B: *This form must be completed by the student applying for the bursary funding. Please bring this form and all your supporting documents with you to enrolment*

SECTION 1 - Student Details (please print details and complete in black ink)

First Names:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No:

SECTION 2 - Nominated Bursary (£1,200 per annum). Funding is held centrally and Rushcliffe School will have to apply on your behalf. Please tick the box that applies to you:

I am living in care

I am a care leaver

I am in receipt of income support / new universal credit

I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance

(If you are applying for a Nominated Bursary and have completed Section 2 please now go to Section 4.)

SECTION 3 - Discretionary Bursary

I am a student who permanently lives in a household whose parents/guardians receive one of the following. (Please tick the appropriate box)

Name of person receiving benefit:	Income Support	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

Please note: If you are not in one of the above categories you must provide proof of family income.

**Assessment- Income***To be completed by the person(s) responsible for the household bills*

Name of Person receiving income:	Are you employed	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate - or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate - or other Inland Revenue acceptable proof

SECTION 4 - Proof of Income/Benefit Submitted Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring with this application

form to enrolment. **Please tick the ones you are providing.**

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2014-15, or last week in March 2016 payslip or month 12 (March 2016) payslip or Working Tax Credit Award Notice marked 2014-15	
Income Support / Universal credit	Entitlement / Award letter - dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter - dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter - dated within the last 3 months	
Incapacity Allowance	Entitlement / Award letter - dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter - dated within the last 3 months	
Any other benefit	Entitlement / Award letter - dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2015-16". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Working Tax Credit Award Notice marked "2015-16". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement / Award letter - dated within the last 3 months	
Any Other income	Relevant paperwork	



SECTION 5 - Student Bank Account Details

Bank Name (e.g. NatWest)

Branch Location

Name of Account Holder

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Roll Number (Building Society Account)

SECTION 6 - Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application

SECTION 7 - Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the school of any change in my circumstances in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):

Date:

Signed (Parent or Carer named above):

Date:

Please note: Applications for 2016/17 should be returned before October half term.

For School use only:

Date Received:

Date given to Governors:

Bursary Approved: Yes or No

Nominated Bursary or Discretionary Bursary

Authorised By:

Date:

First payment made - date:

Additional Notes: