

St. Joseph's Catholic College

# **St Joseph's Catholic College**

## **16-19 Bursary Funding Guideline and Application 2016-2017**

# St Joseph's Catholic College

## 16-19 Bursary Fund Application and Guidelines

These guidelines apply to students who are aged 16, 17 or 18 by 31<sup>st</sup> August 2016.

### What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund aims to help 16-19 year olds overcome any financial barriers they may face in order to attend a sixth form or further education.

**1. The Guaranteed Bursary:** This is an award of up to £1,200 per year (usually split into termly payments) for students who:

- receive Income Support in their own name
- receive Universal Credit payments in their own name
- are disabled and receive Employment Support Allowance *and* Disability Living Allowance in their own name
- are disabled and receive Employment Support Allowance *and* a Personal Independence Payment in their own name
- are in local authority care or who have recently left local authority care

If you are studying a course which lasts less than 30 weeks, or are studying for less than 12 hours per week then your bursary will be pro-rated and you will receive less than £1200.

**2. The Discretionary Bursary:** The College also has money to help students who are not in the groups above but who face genuine financial barriers to attending college. A discretionary bursary is awarded to you based on your specific requirements and cannot be awarded for costs unrelated to your programme of study, for general expenses or used as an attendance incentive. Bursaries are usually awarded for transport and/or course costs.

### Are you eligible for a guaranteed bursary?

To be eligible for a guaranteed bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

Target Group	Evidence Required
Young People 'in care', or 'care leavers' i.e., young people who are, or have been, cared for by the Local Authority.  Most Looked After Children have, or will have had, a Social Worker	A letter from your Social Worker, Key Worker or Local Authority
In receipt of Income Support in your own name <b>or</b> In receipt of Universal Credit in your own name	A letter dated within 3 months from Job Centre Plus.  This letter needs to confirm your name; address and that you receive Income Support/Universal Credit.  If you have a letter older than 3 months please also provide a bank statement which shows a payment going in to your account within the last 3 months.  We cannot accept a letter older than 3 months without the support of a bank statement

<p>Disabled and in receipt of <b>both</b> Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in your own name</p> <p><b>or</b></p> <p>Disabled and in receipt of <b>both</b> Universal Credit (limited capability for work element or limited capability for work related activity element) and Disability Living Allowance or Personal Independence Payment in your own name</p>	<p>A letter(s) dated within 3 months which confirms your name, address and that you are in receipt of <b>both</b> benefits.</p> <p>If you have a letter older than 3 months please also provide a bank statement which shows a payment of each benefit going in to your account within the last 3 months.</p> <p>We cannot accept a letter older than 3 months without the support of a bank statement.</p>
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**Are you eligible for a discretionary bursary?**

Target Group	Evidence Required
<p>1. You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income Based Job Seekers Allowance</li> <li>• Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190</li> <li>• Income Related Employment and Support Allowance</li> <li>• Guaranteed Element of State Pension Credit</li> <li>• Universal Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)</li> <li>•</li> </ul> <p><i>* If you live between two homes we only need information from the person you live with for the majority of the time.</i></p>	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• Current HMRC Tax Credit Award Letter which shows your income. You must provide the <b>full</b> award letter.</li> </ul> <p>Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months.</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>
<p>2. You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Working Tax Credit with a gross household income of under £27,000pa</li> <li>• Housing Benefit or Local Housing Allowance</li> <li>• Council Tax Reduction Scheme</li> <li>• Carer’s Allowance</li> </ul> <p><i>* If you live between two homes we only need information from the person you live with for the majority of the time.</i></p>	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• Your Local Authority</li> <li>• Current HRMC Tax Credit Award Letter which shows your income. You must provide the <b>full</b> award letter.</li> </ul> <p>Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months.</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>
<p>3. You, or you parent(s)/carer(s) are <b>not</b> in receipt of one of the benefits listed in Target Groups 1 – 2</p>	<p>We need one of the following for each parent/carers*:</p> <ul style="list-style-type: none"> <li>• The most recent 2 months’ pay slips</li> </ul>

<p>above but are employed or self-employed with a gross household income of less than £27,000pa</p> <p><i>* If you live between two homes we only need information from the person you live with for the majority of the time.</i></p>	<ul style="list-style-type: none"> <li>• P60 for the 2014/15 tax year</li> <li>• Evidence of self-employed income, e.g., tax return or accountants letter</li> </ul>
<p>4. Your parent(s)/carer(s) has been affected by redundancy in the last 12 months</p>	<p>Letter of redundancy from relevant employer on headed paper or with a company stamp including contact details of the employer.</p>
<p>5. You are a young parent</p>	<p>Birth Certificate of child, Child Benefit award notice, or Tax Credit award with Child Tax Credit element.</p> <p>If you cannot find your Child Benefit or Child Tax Credit evidence, please note that HMRC are not currently issuing replacement entitlement letters. However, we will accept evidence showing Child Benefit payments on a bank, building society or credit union statement.</p>
<p>6. You are a Young Carer (this means that you live with, and help care for, someone with a disability or a long-term illness, including mental illness)</p>	<p>Letter from relevant Local Authority, local carers' organisation or GP</p> <p><b>OR</b></p> <p>Evidence that someone you live with receives Disability Living Allowance, Employment and Support Allowance, Personal Independence Payment or Universal Credit (limited capability for work element or limited capability for work related activity element).</p>
<p>7. You are currently of No Fixed Abode. For example, students who are Travellers, living in emergency accommodation, homeless or insecurely housed.</p>	<p>Please talk to Mrs Bailey, Miss Foley or Mrs Baxter in Sixth Form about your circumstances.</p>

Complete the form carefully, making sure you complete all of the sections. You also need to make sure you provide us with **photocopies** of the evidence we have asked for. Please **do not send originals** as we cannot guarantee that we will be able to return these to you.

**You should hand in or send your completed application to Mrs Baxter, KS5 Senior Administrator at the College.**

### **What happens after you submit the application form?**

We will assess your application and write to you or email you with a decision. If you are successful then the letter/email we send you will tell you how much you have been awarded, what the award is for, how these payments will be made to you and the month in which you can expect to receive payments. You will also be sent details about our attendance requirements as **all payments are dependent on your attendance record and you displaying satisfactory behaviour during your time at the College.**

If you are unsuccessful we will write to you explaining why.

### **What can the College pay for if you are successful in your application?**

- **Course Charges** – we will cover these in full, based on the course(s) you enrol on.
- **Compulsory Educational Visits** – When you apply for your bursary you may not know which trips you want to go on. Unfortunately, it is not possible to guarantee funding for all College trips as the budget is limited and many of our trips are not compulsory. If you are interested in going on a trip then you should speak to Mrs Baxter as soon as you are aware of the dates, location and price. We can then see if we have funds available to contribute towards the cost. **For trips abroad, we may only pay for the trip deposit and you should expect to meet any costs above this amount yourself.**

- **Exam re-sits** – we can cover a maximum of 4 exam re-sits. You must come to Student Services with your re-sit form and have this signed before you hand it in to the Exams department. We will not pay for you to have exam scripts returned or re-marked. We will not pay for any printing costs associated with accessing practice exam papers.
- **Books & Course Requirements** - If your course requires a core text book or reading material, this will be provided for you. If there is any other equipment required, which is required to complete your course(s), we will provide any necessary course requirements.
- **UCAS Fee** – if you apply to university through UCAS we may be able to cover the cost of your online application. This will be dependent on the budget we have available at the time.
- **University Interviews and Open Days** – If you incur travel costs as a result of attending a university interview or open day in the UK then we may be able to help you with this expense. This will be dependent on the budget we have available at the time. We would only support a maximum of two visits.

You will have to cover the upfront costs yourself then we will refund your transport costs on production of public transport tickets and/or university interview / open day letter. If you chose to travel to an open day / interview by car we will either pay towards petrol costs (23p per mile for the first 100 miles, 25p thereafter) or will base your award on the cost of public transport; whichever is cheapest. Mileage will be calculated using the online AA Mileage Calculator or equivalent. We will not pay for overnight accommodation costs associated with visits to universities.

- **Travel to job/apprenticeship interview** – as above. Maximum of two interviews and payment by refund on production of tickets and/or interview letter. This will be dependent on the budget we have available at the time.
- **Enrichment activities** – if there are costs involved in you participating in College enrichment activities then we may be able to help you with this. This will be dependent on the budget we have available at the time. We will only support activities which have been organised by the College.

### What can't we pay for?

- **High value equipment** – due to a limited budget we cannot support students with the cost of high value equipment such as laptops and cameras. If funds are available, we would provide the item ourselves.
- **Attendance bonuses / incentives** – all payments to you are based on you achieving a minimum of 95% overall attendance and displaying satisfactory behaviour during your time at St Joseph's. There have been some funds in the past which rewarded students with additional monies if they held good attendance levels throughout the academic year but we do not operate the bursary fund in this way.
- **General living costs** – e.g., mobile phone bill, accommodation, utility bills, gym membership, and social/sporting activities unrelated to your College course(s).
- **Petrol** – if you are eligible for support with travel to and from College, your award will be based on the cheapest and most reasonable form of public transport available to you. We will only contribute towards petrol costs for university/job interview transport costs as described above.

- **Car parking** – there is no student parking on-site. If you chose to travel by car we will not contribute towards the cost of metered parking.
- **Small items of stationery** – e.g. pens, paper, folders. Please contact Mrs Baxter if stationery is required.
- **Assessment and Examination Fees** – normally, students whose attendance falls below 90% by the time examination or assessment entries are made will be required to pay a contribution towards the cost of assessment. The bursary fund will not cover this cost for you.

### **Do you need to have your own bank account?**

**Yes.** We cannot make payments to you in cash or by cheque. We also cannot make payments to your parent(s), guardian(s) or any other third party. The account must be in your name. If you do not have a bank account and are having difficulty opening one please contact Mrs Baxter.

### **If you make an application are you guaranteed support?**

**No.** Unfortunately the budget we have available is limited and we may not be able to meet your funding requirements. We would advise you to put in an application as soon as possible as funds are limited and do run out.

### **If are successful in your application are there any conditions on your award?**

**Yes.** If you are awarded a guaranteed or discretionary bursary then you will need to meet conditions of attendance and behaviour in order to receive your payments. The College will expect to see attendance of over 95% maintained throughout the year.

Attendance is measured for the term before when allocating the next term's payment. As such, every student receives their first term 'in good faith'. The payment in January would be based on attendance between September – December and the final April payment will be based on attendance between January and the Easter Holidays.

**If you feel you have extenuating personal circumstances that have affected your attendance, it is important to speak to Mrs Baxter or Miss Foley about this as soon as possible.**

### **What should you do if you are unhappy with the outcome of your application?**

You can appeal our decision if:

- You think we have assessed your form incorrectly
- You think that the level of support you have been awarded is significantly less than you need to attend College

To do this you need to make your appeal in writing to Mrs Baxter or Miss Foley. You should make any appeal within 15 working days of receiving a decision from us. When reviewing an appeal we may discuss your case with your parent(s)/carer(s), Tutor or teachers.

### **What should you do if you are not sure any of this applies to you, or if you have any questions?**

Come and see Mrs Baxter or Miss Foley and we can talk you through whether or not you are eligible. We can also help you complete application forms, advise you on the evidence we need from you and answer any other questions you may have.

### **What should you do if you do not think you are eligible for a bursary but are still worried about the money?**

Come and see Mrs Baxter or Miss Foley.

# 16-19 BURSARY FUND APPLICATION FORM 2016-2017

## Please note the following important information:

- You should read the 16-19 Bursary Fund Guidelines 2016-2017 to make sure you are eligible to apply.
- Please complete all sections of the form and make sure you provide us with copies of the evidence we need. Your application will not be assessed without the correct evidence.
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payments of all bursaries are dependent on you maintaining attendance of 95% or above on all your courses and behaving appropriately in College.

When you have completed this form please return it, fully completed **with evidence**, to Mrs Baxter, KS5 Senior Administrator.

### 1. Your Personal Details

<b>Full Name of Student:</b>	
<b>Date of Birth:</b>	<b>Gender: Male      Female</b>
<b>Your current address:</b>	
<b>Your Parent/Carer/s Names and Address:</b>	
<b>Email Address:</b> (Please check regularly as may email you about your bursary)	
<b>Telephone/Mobile Number:</b>	

### 2. Guaranteed Bursary Please refer to guidelines

<b>Are you (the student):</b>
In care <input type="checkbox"/> A care leaver <input type="checkbox"/> In receipt of Income Support/Universal Credit <input type="checkbox"/>
In receipt of Employment Support Allowance or Universal Credit (with limited capability to work element) <b>and</b> Disability Living Allowance or Personal Independence Payment <input type="checkbox"/>

### 3. Discretionary Bursary (you only have to provide evidence for **one** of the target groups but please answer all questions)

1.	<p>Are you or your parent(s)/carer(s) in receipt of one or more of the following benefits:</p> <p>Income Support</p> <p>Income based Job Seekers Allowance</p> <p>Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190</p> <p>Income Related Employment and Support Allowance</p> <p>Guaranteed Element of State Pension Credit</p> <p>Universal Credit</p> <p>Support under Part VI of the Immigration and Asylum Act 1999</p> <p>Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for Working Tax Credit)</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
2.	<p>Are you, or our parent(s)/carer(s), in receipt of one or more of the following benefit:</p> <p>Working Tax Credit with a gross household income of under £27,000pa.</p> <p>Housing Benefit or Local Housing Allowance</p> <p>Council Tax Reduction Scheme</p> <p>Carer's Allowance</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
3	<p>Are you or your parent(s)/Carer(s) NOT in receipt of one of the benefits listed in Target Groups 1-2 but are employed or self-employed with a gross household income of less that £27,000pa?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
4.	<p>Has your parent(s)/carer(s) been affected by Redundancy in the last 12 months</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5.	<p>Are you a young parent?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.	<p>Are you a young carer?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7.	<p>Are you currently of No Fixed Abode.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

#### 4. Additional Information

**Please use this space to give us any additional information you think may support your application:**



## 5. Bank Details

**Please fill this section in carefully and ensure the information you provide to us is accurate. The details given here must relate to your own bank account (the student's) and not a third party.**

**Name of Account Holder:**

**Name & Address of Account Holder Branch:**

**Sort Code: (six digits)**

**Account Number:(8 digits)**

## 6.Student & Parent/Carer Declaration

**This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/carer(s) then we must also have a parent/carers signature.**

I/We certify that the information is to the best of my/out knowledge and belief correct.

I/We understand that the payments may be delayed or stopped if I do not maintain the minimum College requirement of at least 95% attendance.

I/We undertake to inform the College immediately if I, the applicant, decide to leave my course(s).

I, the applicant leave their course of study before completion, the college may attempt to re-claim any monies allocated.

I, the applicant, understands that information may be shared with the parent(s)/carer(s) named on the front page.

I/We understand the information provided on this application may be shared with other departments in the College.

Students signature: ..... Date: .....

Parent/Carer signature: ..... Date: .....