



The Minster School

16 - 19 Bursary Fund 2022/23

Student Application Pack

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General Bursary Information

What is the 16-19 Bursary Fund?

The 16–19 Bursary Fund is in place to support those young people who face the greatest financial barriers to continuing their education in the Sixth Form. There are three bursary categories that students can apply for and there is further information on page 3 regarding these.

Who is Eligible for 16-19 Bursary Funding?

- Students following government funded full-time courses
- Students who are aged 16 years and over but under 19 years of age on 31/08/2022
- Students who satisfy the financial criteria outlined on the following pages. Supporting evidence will be required for each application to show the criteria has been met.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/2022
- Students who do not meet the residency qualifications
- Students who do not fulfil any of the criteria described above.

Management of the Bursary Fund

All students are able to apply for the bursary funding and each application is assessed on an individual basis in line with the criteria outlined on the following pages. If eligible, students will have access to a bursary allowance to use for their educational needs. This allowance will be dependent upon the bursary group you are in, the total funding the school receives and the number of applications approved.

The allowance is split into three equal balances, one for each term of the academic year. This ensures that the funding is sufficient to meet educational needs for the entire year.

In order to access the funding, students have to complete a claim form (see appendix 2). Claim forms can also be obtained from the school finance office or Miss Toms, the Sixth Form Administrator. Wherever possible, we will aim to provide students with the money in advance of the purchase being made, to avoid undue financial pressure. The claim form will involve specifying the amount being claimed and the details regarding how the money will be spent. If the claim is approved, a payment will be made directly to the student for the balance.

It is essential that students submit receipts for each purchase from the bursary allowance. The school require this for audit purposes and failure to do this will result in no further payments being made.

What can the bursary allowance be used for?

If your application is approved and you have an allowance from the bursary funding, the balance can be used for the following:

PURCHASE TYPE	CRITERIA
Books & Equipment for school	Must be related to your school studies
Educational school trips	Only applicable for trips arranged by the school
Clothing for school	Must conform to the Post-16 dress guidelines and be purchased in time to wear during the school year. A maximum combined spend of £250.00 on clothing and an individual item limit of £100.00.
IT Equipment	Only by prior agreement
Food during the school day	Food & drink purchased from the school canteen via a preloaded card only.
University Interviews	Only by prior agreement
Transport to/from school	By the dedicated school transport service or public transport only
Subject specific expenses	Only by prior agreement
Credit on school printing account	Must be related to school studies
Minster School Music Lesson	Only by prior agreement

If there are other expenses directly linked to your Post-16 studies, please submit the claim form for approval prior to making the purchase so that it can be assessed. Any items not on the above list will be considered on an individual basis but they are not guaranteed to be funded through the Bursary allowance.

Bursary Options Available

The level of support which the school can offer is dependent on the total funding received and the number of applications it receives. The level of funding may vary during the academic year.

The ESFA recommends that we should be clear in our bursary fund application form that there is a possibility of no award or a limited award. This ensures all parties understand that meeting the criteria for a bursary for vulnerable groups does not automatically mean funding will be given.

There are three bursaries available and these are as follows:

Vulnerable Bursary – High Priority Group

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more and only if they need that amount of support. Students will only receive an amount dependent on the specific financial needs they have and that they actually need to participate. The school will not automatically award students the full amount.

Students on study programmes of less than 30 weeks or studying less hours could make claims for a pro-rata amount.

- Young people in care.
- Care leavers.
- 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 partner
- Disabled young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary Bursary

The school may also use their discretion to make awards to young people in ways that best fit the needs and circumstances of the students. The school will give priority to young people facing financial barriers to Post-16 study, such as the cost of transport, meals, books, equipment, educational visits/field trips, exam re-sits and University interviews (not open days); cost of attending up to a maximum of three interviews. *See criteria.* This category is split into the following two groups:

Medium Priority Group

Available to students where one of the following conditions are met in respect of the household income:

- In receipt of Income Support (or Universal Credit).
- In receipt of Income-based Jobseeker's Allowance (or Universal Credit).
- In receipt of support under Part VI of the Immigration and Asylum Act 1999.
- The household income does not exceed £16,190 in a financial year and an NHS exemption certificate is held.
- In receipt of an income-related employment and support allowance that was introduced on 27th October 2008 (or Universal Credit).
- In receipt of the guaranteed element of State Pension Credit.

Low Priority Group

Available to students whose parent(s)/carer(s) gross annual household income is between £16,191 and £35,000.

Application Process

If this is something you feel you may be eligible for, please complete the following application form for assessment. You will receive a letter notifying you of the outcome of the application. Please note that all bursary applications are confidential. Copies of the supporting evidence will be held with the application form, but originals will be returned for your records. **If you would like any further information, please contact the School Finance Office or email finance@minster.notts.sch.uk.**



Application Form

Minster Sixth Form 16-19 Bursary

(Sections 1, 3, 4, 7 & 8 are to be completed by the student. Sections 2, 5, 6, & 8 are to be completed by parents/carers.)

SECTION 1 - Student Details

First Names:	Surname:
Address:	Email: Date of Birth:

SECTION 2 – Parent/Carer Details

Name:	Name
Address:	Address:

SECTION 3 – Please tick the appropriate box to indicate the type of bursary you are applying for (information regarding each bursary type can be found on the first two information sheets)

- Vulnerable Bursary ([continue to section 4](#))
- Discretionary Bursary – Medium Priority ([go straight to section 5](#))
- Discretionary Bursary – Low Priority ([go straight to section 6](#))

SECTION 4 – Vulnerable Bursary

If applying for a vulnerable bursary, please tick the appropriate box to indicate which of the following defined vulnerable groups applies:

- I am a young person in care
- I am a care leaver
- I am a young person in receipt of income support (or Universal Credit)
- I am a disabled young person in receipt of Employment Support Allowance **and** Disability Living Allowance (or Personal Independence Payments)

We require documentation as evidence that the indicated vulnerable group applies. Please specify what supporting evidence has been submitted:

SECTION 5 – Discretionary Bursary: Medium Priority

If applying for a medium priority discretionary bursary, please tick the appropriate box below to indicate which of the following applies to the household:

- In receipt of income support (or Universal Credit).
- In receipt of income-based Jobseeker's Allowance (or Universal Credit).
- In receipt of support under Part VI of the Immigration and Asylum Act 1999.
- The household income does not exceed £16,190 in a financial year and an NHS exemption certificate is held.
- In receipt of an income-related employment and support allowance that was introduced on 27th October 2008 (or Universal Credit).
- In receipt of the guaranteed element of State Pension Credit

Name(s) of those in receipt of the above:

- 1.
- 2.

We require documentation as evidence of the financial situation indicated above (examples of appropriate supporting documentation can be found in appendix 1). Please specify what supporting evidence has been submitted:

SECTION 6 – Discretionary Bursary: Low Priority

If applying for a low priority discretionary bursary, please tick the appropriate box below to indicate which of the following applies:

- The **total household** income is between £16,191 and £35,000 in a financial year

Name(s) of those receiving income:

- 1.
- 2.

We require documentation as evidence of the financial situation indicated above (examples of appropriate supporting documentation can be found in appendix 1). Please specify what supporting evidence has been submitted:

SECTION 7 – Further Information

Please use this space to provide details of any other circumstances you would like us to know about to help with your application:

SECTION 8 - 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. 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 and 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):

Date:

Once complete, please return pages 4 to 7 of this form to the School Finance Office as soon as possible (see contact details below). Please keep the rest of this document for your information. The deadline for applying is 30th November the funding received is limited and it is therefore advised to submit this at the earliest convenience.

Email: finance@minster.notts.sch.uk

Tel: 01636 814000

For School Use Only

Date Received:

Received by:

SIMs Report Attached

Attendance Check*

Award Approved by Director of Sixth Form (Signature):

Date:

Financial Approval by School Business Manager (Signature):

Date:

Bursary Approved

Vulnerable Bursary

Discretionary Bursary

£

£

Appendix 1 – Acceptable Supporting Documentation

The table below shows the acceptable forms of supporting documentation for the different types of income. In order to be able to assess a bursary application, we require evidence of the total household income.

Type of Income	Acceptable Forms of Supporting Evidence
Annual Salary	P60 for the tax year, or month 12 (March) payslip or Working Tax Credit Award Notice
Universal Credit	Entitlement / Award letter
Income Support	Entitlement / Award letter
Job Seekers Allowance	Entitlement / Award letter
Employment Support Allowance	Entitlement / Award letter
Incapacity Allowance	Entitlement / Award letter
Carer's Allowance	Entitlement / Award letter
Any other benefit	Entitlement / Award letter
Working Tax Credit	Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)
Disability Living Allowance	Entitlement / Award letter
Personal Independence Payments	Entitlement / Award letter
Any Other income	Relevant paperwork
Free School Meals	Entitlement/Award letter

When completing the bursary application form on pages 4 to 7, please ensure you specify the documentation you have submitted.



The Minster School

16-19 Bursary Expenses Claim Form

Please complete this form to provide details of the expense you would like to claim from your bursary allowance. Once this claim has been approved, the balance will be paid directly to you by cheque to enable you to make the purchase detailed below.

It is essential that you attach receipts for the items purchased as we require evidence of how the funds have been spent. Without receipts we will not be able to make the payment to you.

Student Name: _____

Date: _____

Signature: _____

Expenses being claimed:

Details:	Amount:	Receipt attached
Total of claim:		

Authorised by Sixth Form Office:		Date:	
Authorised by Finance:		Date:	

For finance office use only:

Total Allowance: £ _____

Less Amount Claimed to date: £ _____

Less Current Claim: £ _____

Balance Remaining: £ _____

Please hand the completed form to Miss Toms in the Sixth Form Office

Post 16 Bursary Bank Details for Claims Payments

Please supply your bank details below for payment of bursary claims.

You must include the EXACT name as it appears on your bank account which is now checked by the bank against the account number and sort code when payment is made. In accordance with the 16-19 Bursary Guidance the bank account **must be in your name as the student** and cannot be your parents bank account.

Your Name:	
Home Address:	
Email Address:	

Bank Account Details

Name of Bank / Building Society:	
Bank Sort Code: (e.g. 20-50-40)	
Account Payee Name: (e.g. Mr J Smith)	
Account Number: must be 8 digits	

Signed:		Date:	
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If you change your bank account during the period of the bursary you are responsible for informing us of the change.