

## **Arnold Hill Sixth Form Bursary Fund - Guidance Notes:**

You could get a bursary to help with education-related costs during the Sixth Form at Arnold Hill Academy.



**Arnold Hill**  
Academy

### **What a bursary is for**

A bursary is money that you or the Academy could pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

### **There are 2 types of 16 to 19 Bursaries:**

#### ***Vulnerable student bursary***

*You could get a bursary worth up to £1,200, depending on your circumstances and benefits.*

#### ***Discretionary bursary***

*You could get a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary. Your education or training provider decides how much you get and what it's used for.*

### **How your bursary is paid**

The Academy will decide how you get your bursary. You will be:

- paid in 3 monthly instalments direct to the student (not parent)
- paid through a student bank account
- required to provide your own bank account details to the Sixth Form Administrator

### **Please note**

- You may be given a travel pass, free meals, books, etc. instead of a monthly payment
- Cash will not be given out
- Payments can only be made to students direct and not to parents
- We may also offer one-off payments to cover study trips or travel for university interviews.

***The Academy can stop payments if you break the Sixth Form Code of Conduct - for example not attending Tutor Time/Lessons, or not spending the money on what you stated***

### **Eligibility**

You must be:

- under 19 at the start of the academic year you want a bursary for
- studying at school or college, or on an unpaid training course

## Who can get a bursary:

### ***Vulnerable student bursary***

*You could get up to £1,200 if at least 1 of the following applies:*

- *you're in or recently left local authority care*
- *you get Income Support or Universal Credit because you're financially supporting yourself*
- *you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit*
- *you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit*

*If you're a parent, you'll also need to be living away from your own parents to qualify.*

*You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. You'll usually get less, or no bursary, if your course is shorter, you study part time or have few expenses. You'll be told what evidence you need, e.g. benefit letters.*

### **How to apply:**

You will need to complete the relevant application form for this Bursary which Mr Callaway will provide.

### ***Discretionary bursary***

*The Academy sets its own criteria for discretionary bursaries, e.g. we will look at family income.*

### **How to apply:**

You will need to write a letter of application detailing the following:

- Your personal circumstances, in terms of household income (***we will need evidence of this with a P60 from your parents, or evidence of the family's annual income if self-employed\****);
- An itemised list of what you require the bursary funds for;
- Each item on the list must have an appropriate costing with a total cost for the application.

**\* Please note that an application will not be processed without the evidence requested.**

An eligibility criterion is set as there is a limited amount of funding available. The Academy needs to ensure that the funding gets to the students who need financial help the most to stay on in education.

As part of the application process, you and/or your family will need to sign a declaration when you apply for either a vulnerable or discretionary bursary. You will need to confirm that any evidence given in support of the application is correct and complete to the best of your knowledge and belief. You and your family should be made aware that by signing the declaration you are agreeing to all the conditions and eligibility criteria of the scheme. You should also be made aware that giving false or incomplete information which results in an overpayment will mean that we will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the

2020/21 Bursary Application – Applications open from Monday 21st September 2020

police with the possibility of prosecution.

The deadline for Sixth Form Bursary Applications is **Friday 2nd October 2020**. The bursary will be paid in monthly instalments. Successful applicants will be informed and asked to provide Bank details to facilitate this.

## Arnold Hill Sixth Form - Post 16 Bursary Application



**Arnold Hill**  
Academy

### Declaration Form

Please sign the form below and **return** it with your letter of application (providing the necessary evidence asked for on the guidance notes).

I, (insert student's name) \_\_\_\_\_ understand that the evidence given in support of my bursary application is correct and complete to the best of my knowledge and belief.

I understand that by signing the declaration I am agreeing to all the conditions and eligibility criteria of the scheme.

I have also been made aware that giving false or incomplete information which results in an overpayment will mean that Arnold Hill Academy will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of facing prosecution.

**Print Name** (student): \_\_\_\_\_

**Signed** (student): \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name** (Parent/Guardian): \_\_\_\_\_

**Signed** (Parent/Guardian): \_\_\_\_\_ **Date:** \_\_\_\_\_