

Windsor Sixth Form 16 to 19 Bursary Fund Guidance

What is the 16 to 19 Bursary Fund?

This fund is intended to provide financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

What is the eligibility criteria?

- Students must be aged 16 or over but under 19 at the start of the relevant academic year.
- Students must be participating in an eligible education provision
- Students must meet the residency criteria (details provided if required)

What types of bursary are available?

There are 2 types of 16 to 19 bursaries, both require an individual financial assessment to determine the financial support awarded.

Group 1 Vulnerable Bursary - Bursaries for defined vulnerable groups, up to a maximum award of £1,200 based on individual financial assessment.

The defined vulnerable groups are students who are:

- Students either in care or care leavers.
- Students 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.
- Students 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.

Group 2 Discretionary Bursary - Discretionary bursaries are awarded to help students with the cost of travel, to buy essential books, equipment or specialist clothing. The value of discretionary bursaries is determined by an individual financial assessment of students' needs. Taking into account household income, distance to travel to attend Sixth Form, number of dependents within the household as well as course participation costs such as sportswear costs for PE/Dance students, technology support..

Typically a discretionary bursary awarded will be between £300 and £650 per academic year. Evidence of household income will be required and payment will be based on both attendance and academic performance.

House hold income	Distance to travel	No of dependants
Below £20,000	0-5 miles	1
Between £20,000 - £25,000	5-15 miles	2
Between £25,000 - £27,000	15+ miles	3+

Please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

In addition to the financially assessment award allocation further funding can also be requested for eligible items intended to support your studies such as:-

- Additional Books/materials/equipment.
- Required trips, visits and field courses.
- UCAS fees and University open day visits.
- Professional clothing for attendance at Sixth Form or interviews, all claims for clothing must meet the standards of the professional dress policy.

To make a claim simply fill out a claim form and attach a valid receipt.

We will notify your son/daughter of the value of this amount, in writing when the claim has been processed and the financial assessment completed.

What evidence is required?

Group 1 – you need to provide written evidence from your Local Authority of your care status and/or evidence of the benefits mentioned in the section above.

Group 2 – you need to provide proof of household income levels such as P60, Self-employed tax return, Universal Credit, Tax Credits, Income Support award letter or other benefits award letter that demonstrates total household income. Please note household income is based on the previous tax year.

How do I apply?

- Complete the application form and return it to the Sixth Form Student Manager, who is the designated Administrator for the 16 to 19 Bursary Fund. All required information must be attached.
- The Bank/Building Society details form and the 16-19 Bursary Fund Learning Agreement must be completed and returned with your application form.
- Your application will be processed and you should expect a response within 1 working week.
- All information provided in support of your application is provided for this purpose only and kept in the strictest confidence.

Is there anything else I should know?

- If you do not meet the requirements of the Sixth Form 16-19 Bursary Fund Learning Agreement (attendance, academic progress, independent study) you may be given a “notice to improve” before further payments are made.
- Receipts and evidence of all purchases is required for all funding requests/claims.

Payments and claims

- Payments are made monthly via BACS into the students bank or building society account.
- Payments commence in October when both September and October will be paid together and will continue monthly until June.
- Reimbursement claims have to be made within 3 months of the original purchase date provided on the receipt to be accepted.
- The final deadline for submitting a claim form is 2 weeks before the end of the academic year. Students will not be eligible for payment on any month where their attendance falls below 90%.