



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 to overcome financial barriers to participation in education, such as costs of transport, books or equipment.

There are 2 types of Bursary.

Vulnerable Bursary

This bursary is £1,200 a year for young people in one of the following groups:

- In care
- Care leavers.
- Getting income support, or Universal Credit (UC) in their own right
- Getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right.

Discretionary Bursary

This bursary is available to Rushcliffe Sixth Form students not eligible for the Vulnerable 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 Education Funding and Skills Agency (EFSA) and the number of applications it receives.

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, effort and attitude grades.
- 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 2019 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 to the 6th Form Office.

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 - Vulnerable 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 or universal credit

I am in receipt of ESA or UC and DLA or PIP

If you are applying for a Vulnerable 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.



SECTION 3 - continued

Financial 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.

Please tick the ones you are providing.

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2019/20, or last week in March 2020 payslip or month 12 (March 2020) payslip or Working Tax Credit Award Notice marked 2020/21	
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 "2020/21". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Working Tax Credit Award Notice marked "2020/21". 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 2020/21 should be returned by Thursday 24th September 2020..

<i>For School Use Only:</i>	
Date application received:	
Panel Review Date:	
Bursary Approved: Yes or No	
Vulnerable or Discretionary	
Authorised By:	
Notes:	