



EARL MORTIMER
C O L L E G E
& Sixth Form Centre

16-19 Bursary Information & Application Form

September 2015

Earl Mortimer College 16-19 Bursary Fund Policy 2014/15

What is the 16-19 Bursary Fund?

To assist students to meet their maximum potential, the 16-19 Bursary Fund targets support towards 16 to 19 year olds who most need help with the cost of staying in further education. Learners with learning difficulties and/or disabilities are also to be supported as a priority.

The Bursary Fund has two elements:

- For the most vulnerable young people, or high priority group – students in care, care leavers, those receiving certain benefits in their own name and disabled young people in receipt of benefits can receive yearly bursaries of £1,200.
- The rest of the fund is awarded on a discretionary basis using set criteria within two further categories - medium and lower need. The College will decide how to distribute this funding and can award discretionary bursaries to any student facing genuine financial barriers to participating in courses.

See Page 3 for more detail on the High, Medium and Lower categories of Bursary

Who is eligible to apply for 16-19 Bursary Funding?

Any student from a household with a gross annual household income of **less than £25,000** can apply for a bursary. To be eligible to receive a 16-19 Bursary in the 2014/15 academic year, students must be aged 16 or over and under 19 on 31 August 2014. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. Students from any of the vulnerable groups on Page 3 are automatically eligible for the higher priority funding.

**IF YOU THINK YOU MAY BE ELIGIBLE FOR BURSARY FUNDING PLEASE COMPLETE THE SHORT APPLICATION FORM AS SOON AS POSSIBLE AND RETURN TO THE COLLEGE FINANCE OFFICE
(PLEASE ASK A TUTOR OR FINANCE OFFICER IF YOU NEED HELP WITH THE FORM)**

Who is *not* eligible for 16-19 Bursary Funding?

Students under 16 years of age or over 19 years on 31/08/14

Students who do not meet residency qualifications

Students from a household with an income *in excess of* £25,000 before deductions

IMPORTANT NOTE!!

RECEIVING A 16-19 BURSARY AWARD DOES NOT AFFECT FAMILY ENTITLEMENT TO DWP INCOME-RELATED BENEFITS. THE BURSARIES ARE AWARDED TO THE STUDENTS AND ARE ADDITIONAL TO OTHER MEANS-TESTED BENEFITS PAID TO FAMILIES SUCH AS INCOME SUPPORT, JOBSEEKERS ALLOWANCE, CHILD BENEFIT, WORKING TAX CREDIT AND HOUSING BENEFIT. NO INCOME INFORMATION IS PASSED FROM THE COLLEGE TO ANY OTHER ORGANISATION

How does the College assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the College will prioritise allocation. There will be 3 priority groups - high, medium and low.

a) High priority group (Vulnerable Student Bursary)

Young people in the defined vulnerable groups will be eligible for the higher bursary of £1,200 if their course lasts for 30 weeks or more. However, we will consider a proportional (pro-rata) amount for courses lasting less than 30 weeks a year.

Larger bursaries may be paid if we consider this necessary to enable the student to continue in education or training. This additional bursary would be dependent on the funding available.

Students in this category are usually living apart from their parents/carers and receive social security benefits in their own right. The defined vulnerable groups are students who:

- Are currently in care (as defined by social services)
- Are leaving or have recently left care
- Are in receipt of Income Support or the equivalent Universal Credit in their own name.
- Are disabled and in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (or Universal Credit as a replacement for ESA) in their own name

b) Medium priority group

Students who are not in the high priority group may apply for the next level of bursary funding if they live in a household with a gross annual household income (i.e. before deductions) of **below £20,000**.

Eligible students in this group, if they apply to the 16–19 Bursary Fund by 30 September 2014, will be awarded a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/14

c) Lower priority group

Students who are not in either the high or medium priority groups may still apply for bursary funding if they live in a household with a gross annual household income (before deductions) of **between £20,000 and £25,000**

Those in the lower priority group will be considered for assistance subject to available funding after those in the high and medium priority groups have been awarded. In some cases awards may not be made until after 31 December 2014 – *but you should still apply as soon as possible*. Students in this group may get a contribution towards the cost of essential course equipment, uniforms and transport costs (they may also receive a cash bursary if aged under 19 on 31/08/15, and if funds permit).

Payments will be made on as-needed basis.

**PLEASE NOTE - ALL BURSARIES AWARDED ARE DEPENDENT ON
REGULAR ATTENDANCE, PUNCTUALITY, PREPARATION FOR LESSONS
AND MAKING GOOD PROGRESS**

16-19 Bursary Fund Application Form 2014-15

SECTION 1 - LEARNER DETAILS

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

SECTION 2 - COURSE DETAILS

Course Name and description				
Which year will you be in during the academic year 2014-15 (Please circle)	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Year 12</td> <td style="width: 33%; text-align: center;">Year 13</td> <td style="width: 33%; text-align: center;">Extra Year</td> </tr> </table>	Year 12	Year 13	Extra Year
Year 12	Year 13	Extra Year		

SECTION 3 - LEARNER'S CIRCUMSTANCES

Who do you live with? Please tick all that apply:

Mother	Father	Parent's spouse/partner	Grandparent(s)
Foster parents	On my own	My spouse/partner	In care/ Looked after
Other, please explain:			
Have you always lived in the UK? Yes / No			

SECTION 4 - PARENT/CARER DETAILS

Surname/Family Name:	
First Names:	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income (see also Section 6)	£

SECTION 5 - SUPPORT REQUIRED (MEDIUM AND LOWER PRIORITY GROUPS)

I am applying for the 16-19 Bursary because I need help with the following:

- Books/Equipment
- Travel
- Examination/Registration Fees
- Field Trips
- Other _____

If possible please provide details of the support required and likely costs below:-

SECTION 6 - SUPPORTING INFORMATION

HOUSEHOLD INCOME			
	Parent 1	Parent 2	Evidence
Gross taxable annual salary / wages	£	£	2013-14 P60 or end of March 2014 payslip
Self employment / property income	£	£	Self assessment tax calculation 2013/14 or certified accounts
Private / Occupational pension	£	£	Pension statement / Pension P60 2014 / Bank statement
State pension	£	£	Pension statement / Bank statement / Benefit book
Benefits, e.g, Tax credits, Child Benefit (Please specify)	£	£	Bank statement / Benefit book
Bank or building society interest	£	£	(Evidence only required if over £250 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250 for the year) Tax vouchers
Any other Income – e.g. Child maintenance	£	£	Confirmation letter from Child Maintenance Service or bank statement
<u>TOTAL</u>	£	£	

SECTION 7 - DECLARATION BY PARENT OR CARER

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.*

Signed : _____ Date: _____

Signed : _____ Date: _____

SECTION 8 - DECLARATION BY LEARNER

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study
- Equipment on Loan purchased using the bursary fund must be returned to the college at the end of my course.
- I understand that receipt of a bursary is dependent on regular attendance, punctuality, preparation for lessons and making good progress

Signed : _____ Date: _____
