

Dear Parents/Carers and Students

16-19 Bursaries 2023-2024

The 16-19 Bursary is available for eligible students studying in the Sixth Form. Applications may be made at any time, after the student has attended Sixth Form for six weeks. There are two types of 16-19 Bursaries; a vulnerable bursary, and a discretionary bursary. To be eligible to receive either of these Bursaries you must be aged over 16 and under 19 on 31 August 2023. If 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.

Should you qualify, you will need to apply by completing the Bursary Application Form and provide supporting evidence. Please read all the details below carefully to check eligibility and application. (Applications will be treated confidentially. Photocopies of documents will be taken and stored securely. Original documents will be returned as soon as possible).

Decisions regarding the application for the bursaries are linked to an excellent record of attendance, attitude and effort and evidential data of this is analysed before an award is agreed. Unauthorised absence, including holidays in term and persistent lateness may lead to applications being rejected or postponed.

The requirements for the bursaries are set out below:

Vulnerable Bursary

Bursaries of up to £1200 can be awarded, however this not done automatically. These can be issued to students who are:

- ▲ A young person in Care (including unaccompanied asylum-seeking children);
- ▲ A young care leavers;
- ▲ A young person in receipt of income support or the equivalent universal credit in their own right;
- ▲ A young person in receipt of Personal Independence Payments (PIP) **and** Employment Support Allowance (ESA), or Universal Credit as a replacement for ESA, in their own right.

Universal Credit payments and Employment Support Allowance must be claimed by the student, not their parents/carers.

Supporting evidence will be required, such as:

- ▲ a letter from the Department for Work and Pensions (DWP) setting out the benefit to which the young person is entitled;
- ▲ written confirmation from the Local Authority of the young person's current or previous looked after status, or provides you with other leaving care services;

The applicant for the Vulnerable Bursary must be specific about their requirements on the application form. Please see below**

Discretionary Bursary

The discretionary bursary award is for students facing financial barriers to participation, such as the costs of transport, books and equipment. The bursary is normally awarded to young people in the following categories:

- ▲ Students who have a household income of £17,500 or less;
- ▲ Students who are registered for Free School Meals*;
- ▲ Students who are economically disadvantaged (such as those from families on a low income through receipt of benefits);
- ▲ Students whose parents/carers are in receipt of Universal Credit.

Supporting Evidence will be required, such as:

- ▲ Confirmation from the Local Authority of Free School Meals registration;
- ▲ Evidence of the relevant Credit/Allowance/Grant (If supplying Universal Credit as evidence please supply 3 months' worth of evidence);
- ▲ Written confirmation of Young Adult Carer status;
- ▲ Bank statements covering a period no shorter than three months, with the latest dated within the last three months.

*Any change in financial circumstances that will affect an entitlement to Free School Meals must be notified to the Local Authority.

**Applicants for the Vulnerable and Discretionary Bursary must be specific about their requirements on the application form and should state how the funding will be spent: a specific educational purpose should be identified. These may include (but not limited to) transport costs to and from College, books or equipment for courses, visits and activities as part of the course, university open days and interviews.

Any equipment, for example a laptop or textbooks, received through a Bursary award will be expected to be returned at the end of the student's study programme.

Bursary applications are made by submitting an application form, available from the Sixth Form office or on the college website, along with the appropriate evidence of eligibility. Free School Meal applications can be made to Torbay Council via their website (paper forms are available from college reception).

Applicants will be notified of the outcome. If you require any further assistance, please do not hesitate to contact the Sixth Form Team. Further advice and guidance can be found at:

[16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

Yours sincerely



Mr R Davies
Director of Sixth Form

Telephone – 01803 408852