



Hilbre High School Humanities College

Sixth Form Bursary Application Form 2020-2021

Please read the information carefully if you wish to apply for a bursary in the Academic year 2020-2021. You only need to apply once.

To be included in the first batch of payments you will need to have completed your bursary application and handed it in to Mrs C Lewis in the sixth form administration office by Friday 9th October. Applications submitted later than this may lead to a delay in payment. The fund is money given to post-16 providers by the Education and Skills Funding Agency (ESFA). This is to support students who may experience financial difficulties with costs such as transport, food or equipment. Eligibility is based on the student meeting residency requirements and being on a means-tested or disability benefit.

We understand household circumstances can change throughout the year. So applications will be considered during the year.

The latest that we can consider applications for each half term are:

Half Term 2, apply by the 7th December 2020.

Half Term 3, apply by the 1st February 2021.

Half Term 4, apply by the 15th March 2021.

Half Term 5, apply by the 10th May 2021.

Half Term 6, apply by the 5th July 2021. (Y12 Only)

There are 3 types of bursary that are paid throughout the year, a Vulnerable Bursary, Discretionary Bursary and Support Bursary. There are clear criteria for each and you should pay attention to these to check you are applying for the right one. If you think you meet the criteria for all you will be entitled to the Vulnerable Bursary. Payment of all bursaries are dependent on attendance, effort and behaviour; therefore absence should be supported by a medical note and failure to produce one could lead to less bursary payment being issued.

The payments are issued at the end of each half term. This will only be paid directly into the student's bank account. Applications can be made throughout the year but payments will not be back dated.

Once the application has been processed and if approved you will be notified by letter of the schedule of approximate payment dates.

Support Bursary (Tier 3)

Where there is a surplus of funds after the allocation to students in Discretionary, Tier 2, then students with household incomes of less than £20,817 may apply for a lower level of support determined by their specific needs.

The following evidence will be required for students in this group:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £20,817; or
- Evidence of income from self-employment, a P60, or 3 to 6 months' worth of bank statements as evidence; or
- 3 most recent monthly award statements for Universal Credit.

You must complete the application form.

Type of Income Evidence Required

Annual Salary - The last financial year's P60 or week 52 payslip or month 12 payslip

Income Support Entitlement award letter - dated within last 3 months

Job Seekers Allowance Entitlement award letter - dated within last 3 months

Employment Support Allowance Entitlement award letter - dated within last 3 months

Incapacity Benefit Entitlement award letter - dated within last 3 months

Carer's Allowance Entitlement award letter - dated within last 3 months

Housing Benefit Entitlement award letter - dated within last 3 months

Any other benefit Entitlement award letter - dated within 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 "2019-21". Must be for full year and not partial awards (FULL AWARD NOTICE)

Child Benefit Award letter

Universal Credit Award Notice, can you please provide the 3 most recent monthly award statements.

If there is still money in the fund after allocation of funds to Tier 2 students referred to above then students with household incomes of less than £20,817 may receive financial support. This could be in the form of the payment for specific items required (e.g. textbook or trip that is necessary for course of study). We cannot assess the support that we can offer until applications have been submitted.

Discretionary Bursary (Tier 2)

You will receive up to £720 over the year. Students who can apply:

- We use free school meals eligibility to decide who should get a bursary. This is only for students who have FSM. Young people eligible for free school meals will be entitled to the discretionary bursary.

School has a record of who is in receipt of free school meals but you **must complete the application form with details of your bank account.**

Vulnerable Bursary (Tier 1)

You will receive up to £1200 over the year. Students who can apply:

- young people in care, including unaccompanied asylum-seeking children
- young care leavers
- young people getting Income Support or the equivalent Universal Credit (UC) in their own right
- young people getting **both** Disability Living Allowance (or the new Personal Independence Payments) **and** Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

If you are a young person in care or a care leaver then school has notification of this and you simply need to fill in the application form.

If you receive Income Support in your own right or Universal Credit in your own right then we will need evidence of this, we will take a copy of it and return all original documents to you.

If you receive DLA **and** ESA/UC in your own right, we will need evidence of both of these and we will take a copy of it and return all original documents to you.

Other Bursaries

Hardship Fund - an emergency fund for students who experience short-term financial hardship and are struggling to meet costs associated with school. You will need to apply for this as situations arise and give evidence about household income to support your application.

Study Fund - this is a fund to support students who may not be able to afford aspects of their course such as field trips, books or other specialised equipment. It can also be used to support visits to University. You will need to apply for this as situations arise and give evidence about household income to support your application.

PLEASE RETURN COMPLETED FORMS TO THE SIXTH FORM OFFICE



Application Form for Bursary 2020-2021

Name _____ Date of Birth _____

Applying for Support Bursary:

I can confirm that our household income is less than £20,817 and include evidence of this.

Signature _____

Applying for Discretionary Bursary:

I can confirm that I am in receipt of Free School Meals.

Signature _____

Applying for Vulnerable Bursary:

I can confirm that I am in Care or a Care Leaver. Signature _____

I am in receipt of Income Support/UC and include evidence of this. Signature _____

I am in receipt of DLA and ESA/UC, and include of evidence of this. Signature _____

Confirmation of Bursary type.....

Copy to file.....

Deputy Headteacher.....

Application Form for Other Bursaries 2020-2021

Name _____

Date of Birth _____

Applying for Hardship Bursary:

Please give a description of what you need the money for. Please also give evidence of your household income.

Signature _____

Applying for Study Fund

Please give a description of what you need the money for. Please also give evidence of your household income.

Signature _____