The 16-19 Bursary Fund
Application Form Guidance Notes

You may qualify for a Bursary if you are on a low income or have a specific hardship and need help to pay for things such as:

- Course Books
- Equipment
- Uniform
- Transport Costs
- Compulsory School trips

Recipients must:
(a) Be aged 16 or over and under 19 on 31 August of the year of application.
(b) Attend at least 95% of the time and make good progress on their course.

Note: Funding only covers one year. A new bursary application must be made each year.

To apply, complete the application form attached. There are three pages.

Page 1 - Say what you need help with and how much.

Page 2 - Provide details of your household income including any benefits you may or may not receive. It is important to provide photocopies of as much evidence as possible as proof of your circumstances.

Page 3 - Explain your specific circumstances if you need to. Then read and sign the declaration.

Then Sign the detailed Parent/Student Bursary Agreement Form and return everything to Mrs. Kate Nokes, Sixth Form Administrator, Saint Gregory’s.

If you have any questions or need help at any point please contact Mrs. Nokes, Sixth Form Administrator, in confidence. E: nokesk@st-gregorys.org.uk T: 01225 838232

We will process your application as quickly as possible. Delays are usually caused by missing documents which are needed as evidence to support your application so please remember to include everything requested.

It is important to notify the Sixth Form Administrator immediately if you change course or if household financial circumstances change.

Awards are discretionary and based on household income and individual circumstances. Decisions to award bursaries, or to discontinue them, will be made by a panel of governors on the basis of the information available. Their decision will be final.
Further Explanatory Notes:

There are 2 types of Bursary.

1. **A Discretionary Bursary Fund**
   Available from Saint Gregory’s, for those on low incomes or in cases of specific hardship to help pay for:
   - Course books
   - Equipment
   - Uniform
   - Transport costs
   - Compulsory School Trips (e.g. Biology, Geography & Performing Arts)

2. **A Vulnerable Student Bursary**
   This bursary is for a total of £1,200 a year. The fund is held centrally by Central Government (the Student Bursary Support Service - SBSS) and is applied for by St Gregory’s on behalf of individual eligible students who are:
   - In Care of Social Services
   - Care Leavers
   - Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their name.
   - Disabled young people in receipt of both Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.

Please complete the Student Details on the Saint Gregory’s Bursary Form only, sign the declaration and submit to Mrs. Nokes who will process the application on your behalf.

**Administration of the fund**
- The Bursary scheme is dependent on funds provided by the EFA, which are limited. These are unlikely to meet all needs.
- Payments will normally be paid by cheque in three installments.
- Administration of the fund is set out in Saint Gregory’s “Arrangement of the 16-19 Bursary Fund” and is done in accordance with the EFA 16-19 Bursary Fund Guide for 2017-18.
- In its administration of the Bursary Fund, St Gregory’s will not discriminate against students on any basis as defined in current equalities legislation.
- A student awarded either Bursary will sign an agreement with St Gregory’s undertaking to meet St Gregory’s conditions, accepting the amount and basis on which it is to be paid, and undertaking to notify St Gregory’s of any change in his/her household circumstances.
- Where an application is found on investigation to have been made, or re-payment claimed, on the basis of false information payment of the Fund may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. St Gregory’s may seek to recover any funds or goods obtained.
**The 16-19 Bursary Fund 2017/18**
St Gregory’s Catholic College Bath

### Student Details

<table>
<thead>
<tr>
<th>Forename</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Home Telephone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Mobile:</th>
<th>Date of birth:</th>
<th>Age on 31/8/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Residency Status

<table>
<thead>
<tr>
<th>Have you lived in the UK for the past 3 years?</th>
<th>YES / NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>If NO please provide details of your immigration status</td>
<td></td>
</tr>
</tbody>
</table>

### Vulnerable Student Bursary

Do you have a disability and receive both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance?  
**YES / NO**

Are you: Under the care of Social Services?  
**YES / NO**
A Care leaver?  
**YES / NO**
In Receipt of Income Support (or Universal Credit)  
**YES / NO**

If you have answered **YES** to any of these questions, you may be eligible to receive a Vulnerable student bursary of £1,200. This payment is drawn down by the College on your behalf from a central Government department, the Student Bursary Support Service (SBSS). Further details are given on The New Sixth website in the document entitled ‘Administration of the 16 – 19 Bursary Fund for the Academic Year 2017-18 at St Gregory’s Bath’.

If this is the case, simply complete The Student Details above and then sign the Declaration at the end of the form. Hand the form to the Sixth Form Administrator who will provide you with further information relating to the application process for this bursary.

### All Other Students

**What do you need funding for?**

<table>
<thead>
<tr>
<th>Funding options</th>
<th>Tick</th>
<th>Details of Trip, equipment required, etc</th>
<th>Cost</th>
<th>State if cost is per month/term/year or item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Course trips</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>2. Uniform</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>3. Transport Costs</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>4. Books</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>5. Equipment</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>6. Other (please specify)</td>
<td></td>
<td></td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>
### Household Details

**Student Details**

Who do you live with? 1 parent / 2 parents / Partner or spouse / in care / alone

**Parent/Carer Details:** Please ask your Parent/Carer to complete these details:

- **Parent/Carer’s name:**
- Are you married/living with a partner? YES / NO
- Do you have any other children living at home who are financially dependent on you? YES / NO
- What are their ages? (Please provide a copy of either the children’s birth certificates or Child Benefit Award Notice)

### Household Income

In order to assess your application we need the following details. **Include supporting evidence** *

<table>
<thead>
<tr>
<th>Annual Income</th>
<th>Mother</th>
<th>Father</th>
<th>Other (Specify)</th>
<th>Supporting Evidence *(tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earned wages from a job before tax deducted</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Other income eg maintenance payment, investment income</td>
<td>£</td>
<td>£</td>
<td>£</td>
<td></td>
</tr>
</tbody>
</table>

Please state the amount of any benefits received in the boxes below:

- **Child Benefit**
- **Universal Credit**
- **Income based Jobseeker’s Allowance**
- **Housing Benefit**
- **Council Tax Reduction**
- **Working Tax Credit**
- **Child Tax Credit**
- **Income related Employment & Support Allowance (ESA)**
- **Income Support (total: basic and premiums)**
- **Pension Credit (Guaranteed Credit)**
- **Statutory Sick Pay**
- **Any other benefits please name:**

Net Annual Income (after tax and deductions) £ £ £

### Supporting Evidence: what proof to provide with this form

If your household income has dropped recently please provide additional supporting proof. **EACH adult needs to provide proof.** Where applicable, we require:

- Working Tax Credit statement – in full
- Last 3 months or 6 weeks of wage slips
- Self-assessment form / copy of annual accounts
- Proof of benefit income (see above)

If you get Job Seekers Allowance then your letter must indicate that this benefit is **income based.**

If you receive Pension Credit the letter must indicate the **Guarantee Credit element** of Pension Credit.

Please provide **PHOTOCOPIES ONLY.** Originals CANNOT be returned to you. The Sixth Form Administrator will assist those without access to a photocopier.
Additional Information

Use this space to give us any additional information about your current situation that will be useful to support your application:

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

Declaration (see also the Student/Parent Bursary Agreement Form):

- 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 am aware that the funding covers only this school year and that I must re-apply next year.
- I agree to regularly attend at least 95% in order to make good progress on my course. If I fail to do this, my award may be withdrawn.
- I agree to inform the Sixth Form Administrator if I change course or if household financial circumstances change.

Student signature: ……………………………………………………………………….. Date: ………………………………

Parent/Carer Signature: ……………………………………………… Date: ………………………………

What happens next?

- Return your completed form with full proof of income to the address below.
- We will write to you when your application has been assessed and let you know how much help we can offer.
- Eligible students for discretionary bursaries will normally be paid by cheque in 3 instalments.
- Please note awards may be subject to change.
- Funding is limited and you may not receive an award.
- No awards can be paid until you are enrolled on your course.

Return your completed form with full proof of income to:

Mrs Kate Nokes, Sixth Form Administrator, The New Sixth, St Gregory’s Catholic College, Combe Hay Lane, Odd Down, BATH, BA2 8PA. Email: nokesk@st-gregorys.org.uk Telephone: 01225 838232

Annual net household income: £ …………………………….. Eligible: …………………………………

Award made YES / NO £ …………………………………

Award authorised by: …………………………………………… Date: …………………………………
Student/Parent Bursary Agreement
2017-18

I accept and agree to the conditions of the Learning Agreement and 16-19 Bursary as detailed below:

- Maintain high levels of attendance (over 95%).
- Attend all lessons punctually. This includes Private Study, General RE, The Core Tutor Programme and assemblies.
- Adhere to the expectations of students as laid down in the Sixth Form Handbook, including the Dress Code.
- Accept responsibility for your own learning with the support of your teachers.
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively.
- Remain on the school premises other than at lunchtime.
- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Get involved in extra-curricular activities/leadership programmes to improve your key skills.
- Respect the individual rights of all members of the school community and be involved in activities within the community.
- Accept that you will be asked to leave the Sixth Form if the above conditions are not met.
- Accept that the bursary may be withdrawn should the above conditions not be met or if there is a change to financial circumstances.

Student Name................................................................. Signature.................................................................

Parent/Carer Name.......................................................... Signature.................................................................

Please complete and return this declaration and the Application Form to Mrs Nokes, Sixth Form Administrator