

The 16-19 Bursary Fund 2025-26 Application Form

Please read the information on this form carefully.

Any mistakes or missing information may delay your application. It is important that you provide us with the correct contact details as we may need to contact you for further information. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the General Data Protection Regulations 2018.

Please return this form to school reception, bringing your supporting evidence with you.

What is the 16-19 Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education. You can apply for one of two bursaries:

- **Enhanced Bursary Fund** – Government funding for young people in one of four defined vulnerable groups:
 - in care
 - care leavers
 - receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
 - receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right
- **Discretionary Bursary Fund** – Government funding awarded by the college to meet individual learner's needs

The bursary is paid to enable you to remain in education and funding is subject to good attendance.

Who can apply?

To apply for one of these bursaries you must:

- ☐ meet the ESF Agency residency criteria (see bursary guidelines)
- ☐ be aged 16 or over but under 19 at 31 August 2025 (If you turn 19 during your course of study, you will still receive funding until the end of the academic year)
- ☐ be aged 19 or over at 31 August 2025 and have an Education, Health and Care Plan (Discretionary Bursary only)

Section one - Applicant Details:

Full name:										
Date of birth:		Age on 31/08/ 25:		Pupil number (office use only)						
Email address:										
Contact number(s):										

Course Name: (please include course level)		Part time	
		Full time	

Section two - Parent/Guardian Details:

Full name:		Relationship to Student	
Email address:			
Contact number(s):			

Section three - Enhanced Bursary Fund (known as Defined Vulnerable groups bursary)

You may be eligible for an Enhanced Bursary of up to £1200 a year if you fall into any of the defined vulnerable groups. This bursary can be used to contribute towards travel costs, college meals, uniform, course materials and books – funding will be prioritised towards these expenditures. If funding is available and notice has been given and the beginning of the academic year, the school may contribute towards the cost of compulsory educational trips. Students on full time courses can receive up to £1200 calculated on an individual needs basis, students on part time courses will receive a pro-rata amount. Please tick if any of the following apply to you. **You must include evidence with your application.**

Eligible Group	Evidence you will need to provide	Please tick
I am a student receiving Income Support or Universal Credit in my own name	Income Support or Universal Credit Statement Letter	
I am a care leaver	Letter from the Local Authority confirming your care status and financial need	
I am currently looked after in Local Authority Care (this includes Unaccompanied Asylum Seekers)	Letter from the Local Authority confirming your care status and financial need	
I am a disabled student receiving both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments	Financial statement showing that the applicant is receiving both ESA/Universal Credit and DLA/PIP	

Section four - Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary if you or your family have a household income of below £25,000. This bursary can be used to contribute towards travel costs, school meals, uniform, course materials and books (including whilst on industry placement) – funding will be prioritised towards these expenditures. If funding is available and notice has been given and the beginning of the academic year, the college may contribute towards the cost of compulsory educational trips. This funding is allocated based on individual needs. Please tick if any of the following apply to you. You must include evidence with your application.

Eligible Evidence	What you will need you to provide	Please tick
Household income	Full working or child tax credit notice (<u>All</u> pages). If you are unable to provide this please speak to a Student Services Officer about alternative forms of evidence.	
Universal Credit	<u>All</u> pages of the Award Notice which can be printed from your online account, dated after 31 May 2021	
Income Support/Job Seeker's/ Employment and Support Allowance/Guaranteed Element of State Pension Credit	<u>All</u> pages of the notification letter, dated after 31 May 2021	
Housing Benefit/Council Tax reduction (not single occupancy)	Local Council letter, dated from April 2022 to March 2023	

Section five - Free School Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify for Free College Meals you will receive £2.61 per day towards lunches for days that you are timetabled to attend college. You are eligible for Free College Meals if you or your parent/guardian receives one or more of the benefits below. You must include evidence dated within the last 3 months with your application. Those students not eligible for government free college meals may get meals paid for by the discretionary bursary.

Eligible benefits	Please tick
Income Support	
Income Based Job Seeker's Allowance	
Income Related Employment and Support Allowance (ESA)	
Support under part VI of the Immigration and Asylum Act 1999	
The Guarantee Element of State Pension Credit	
Child Tax Credit - This is only eligible if you are <u>NOT</u> entitled to Working Tax Credit and have an annual gross income of no more than £16,190 as assessed by her Majesty's Revenue and Customs	
Working Tax Credit Run On - The 4 week payment that you receive when you stop qualifying for Working Tax Credit	
Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits they get)	

Section six – Funding needs

Please fill out the table below to outline how much funding you require to cover each cost, and the length of time you require the funding for, e.g. six months of transport. We will use the information provided in this section alongside the information outlined in sections three, four and five to determine the outcome of the application.

	How much will you need? (£)	How long for? (months)
Transport		
Books and equipment		
Uniform		
Other (please specify)		

If applying to cover transport costs, please provide your transport provider details.

Transport Provider	
Name	
Contact number	

Section seven - What happens next

Your application will be processed by the Finance team. If we require more evidence to process your application, we will contact you. Applications can take up to 28 days to process and may take longer during busy periods of the year. Once your application has been processed you will be notified via your school email address. Bursary funds are limited, and we cannot guarantee funding for all students who apply and funds awarded may be withdrawn at any time if the fund limit is reached. Your application will only apply for one school year and you will need to reapply for funding each year you study with us.

Section eight - Student Declaration

- ☐ I confirm I have read and understood the Bursary guidelines that were given to me with the application
- ☐ I confirm that the information on this form is true and accurate to the best of my knowledge – I have made this claim for support fully aware that any false statements can lead to withdrawal/refusal of any financial support and may result in prosecution.
- ☐ I understand that if I refuse to provide information which may be relevant to my claim, it may not be processed.

- ☐ I understand that the bursary payments may be withheld if I do not comply with School expectations on Attendance/Behaviour.
- ☐ When changes to my household financial circumstances occur, I confirm that I will notify the school immediately.
- ☐ I understand that funding I receive from the 16-19 Bursary Fund has been awarded to provide me with financial support to allow me to continue in education and are to be used for items such as: books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs. If I leave education all financial support will stop and I may be required to pay this back.
- ☐ I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
- ☐ I understand that bursary funding will cover school term-time expenses only.
- ☐ I understand I have the right to appeal if I disagree with the outcome of my application by following the Appeals procedure outlined in the guidelines.
- ☐ I agree to my personal data, provided on my application form being used to process the bursary. I understand that this form will be securely kept for the current academic year plus 6 years, for audit purposes, in accordance with government directives.

Applicant Signature:

Date:

- I consent to my personal data and household income evidence being used to assess my son/daughter/wards eligibility for the bursary. I understand that this form will be securely kept for the current academic year plus 6 years, for audit purposes, in accordance with government directives.

Parent/Guardian Signature:

Date: