**16–19 Bursary Guidance Notes**

**2022-2023 Academic Year**

**Who is eligible?**

The 16–19 Bursary Fund is a government-provided, means-tested fund available to support students who have difficulty in meeting costs relating to their studies. To qualify, you must be under 19 years of age on 31st August in the academic year in which you start your programme of study, and you will be expected to provide evidence of personal and/or financial hardship. Each case will be assessed individually, however, usually this would be based on a household income of £33,000 or less, plus any benefits you are in receipt of at this point in time.

**What evidence will I need?**

**Level 1 – Vulnerable Bursary**

If you are ‘looked after’, a care leaver, personally in receipt of Income Support or Universal credit, or a disabled person in receipt of both Employment Support Allowance and Disability Living Allowance you may be eligible for the maximum bursary of £1,200. You will need to provide written evidence from your Local Authority of your care status and/or evidence of the above benefits.

**Evidence of Expenses:**

Please provide copies of receipts for items already purchased or provide evidence of costs of items e.g. put items into basket on a website/ParentPay and screenshot as evidence (receipt to be provided after payment).

**Level 2 – Discretionary Bursary**

For all other students, a financial assessment is necessary. You will need to complete the Initial Assessment form setting out the financial situation together with supporting documentation that provides recent evidence of total household income. For assessment purposes, this may include, for example:

• Evidence of eligibility

• Evidence of household income (Payslips - most recent 3 months or most recent P60)

• Evidence of Self-Employment (Self-Assessment or Certified Accounts)

• Evidence of benefits (Child Benefit, Tax Credits, JSA, UC, ESA, PIP)

• Pension (State, Occupational or Private)

• Other means-tested benefit

• Accounts if self employed

**Evidence of Expenses:** Please provide copies of receipts for items already purchased or provide evidence of costs of items e.g. put items into basket on a website/ParentPay and screenshot as evidence (receipt to be provided after payment).

Awards will not be made unless required evidence is provided. A lack of adequate evidence will lead to delays in assessment. Tax credit award notices in isolation are not adequate for this purpose. Household expenditure is not relevant to the assessment.

Bursary support will be offered to subsidise a travel pass where applicable. Any further funds available will be allocated as appropriate to support compulsory trips, books/materials/equipment or other items relevant to the individual student. Free school meals will only be offered to students whose family receive one or more of the following:

Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by HMRC, Income Support, Income based Job Seekers Allowance, income–related Employment Support Allowance, Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum, support under part VI of the Immigration and Asylum Act 1999 or the guarantee element of State Pension Credit. To check if you are eligible for Free School Meals please contact the school main reception on 01283247900 or email to [office@phs.jtmat.co.uk](mailto:office@phs.jtmat.co.uk)

How do I apply?

1. Complete the 16-19 Bursary Application Form and return it to Mrs Bullous, Assistant Head of 6th form, together with evidence in support of your application.
2. Your request will be considered. You can normally expect a response within two working weeks but a decision will be delayed if further evidence is required.
3. Appeals against any decision should be made in writing to the Head of School.
4. If you are having financial problems, you should feel free to discuss them in full confidence with Mrs Bullous.
5. If attendance, punctuality or behaviour falls below acceptable standards Bursary support can be withdrawn.
6. You are required to inform Mrs Bullous if your circumstances change, for example a change in benefits or employment status. Failure to do this could result in a requirement to pay back some or all of an award.
7. The application is valid for one academic year only, you will need to submit a fresh application form and up to date evidence for the next academic year.