

16-19 Bursary FAQs

Am I eligible for a bursary?

Because there are only limited funds, schools have to make sure that bursaries reach those most in need of support.

To be eligible for **Level 1** funding you have to show evidence of

- Being a young person in care
- Being a care leaver (young people who cease to be looked after or accommodated)
- Being in receipt of Income Support
- Being a disabled young person in receipt of Employment Support Allowance and Disability Living Allowance

To be eligible for **Level 2** funding you have to show evidence of being in receipt of Free School Meals. This shows that you are in receipt of certain benefits and must be renewed every six months.

To be eligible for **Level 3-5** funding you have to show evidence of financial hardship. Each application will be considered on individual circumstances.

What "evidence" do I need to show?

The application form gives examples of evidence that might support your application for a bursary. If you do not have any of these but would still like to be considered, you should write a letter to the Headteacher and attach it to your application giving clear details about your household's income.

When should I apply?

Applications are considered at any time throughout the year. However, it is in your interest to apply as soon as possible, as funding is limited. You should submit your application to Sarah Tapscott, Head of Sixth Form. If you have been awarded a Bursary, it will last for the academic year, unless your circumstances change, so you won't need to apply again. New applications can be submitted at any time for consideration.

In the event of an emergency, you should talk to the Head of Sixth Form as bursaries may be awarded in extreme cases.

Will I automatically get what I apply for?

If you qualify for Level 1 funding, you will be entitled to this bursary. Level 2, 3, 4 and 5 funding is discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

How will I know what I might find difficult to fund?

If you travel by bus to school, think about how much this is going to cost for the year. Might you need to travel to other course related events, or do you plan to travel to University open days? Talk to the teachers of the courses you are on. Are there any costs associated with the course, such as textbooks or other equipment? Will there be any costs associated with the exams or modules? Are there any trips that are part of the course? You may need access to a computer at home to support your studying. Also think about meals while you are at school.

Will the bursary be paid in cash?

No, all bursaries will be paid at the discretion of the school and may be paid in kind such as meals, course materials or travel passes, or into a student's bank account upon production of receipts for goods purchased. No payments will be made in cash or without receipts/evidence.

Can I keep books, laptops and other equipment when my course has finished?

Government guidelines state that books and other equipment must be returned to the school to enable them to be re-used by other eligible students. You will be asked to sign for receipt of high value items such as laptops, printers, etc. and you will need to return them at the end of your course. Textbooks should be returned at the end of Year 13 along with any other books the school has given out. You will not be required to return consumables, such as pens, paper, etc. If you are in doubt about an item, please discuss it with either Miss Tapscott or the finance office.

Can the bursary be paid into someone else's (such as another family member) bank account?

No, BACS payments will only be made into the named account of the applicant.

What should I do if I don't agree with the Panel's decision?

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should write a letter of appeal to Mark McShane, Headteacher. This will be forwarded for consideration by the Appeal Panel of the school. The Appeal Panel consists of Sarah Tapscott: Head of Sixth Form, Sandra Thomson: Business Manager, and a school governor. The outcome of this reconsideration will be notified in writing and is final.

Where can I get further information?

Talk to Sarah Tapscott, Head of Sixth Form, the finance office or sixth form student support.

**TO APPLY FOR A 16-19 BURSARY DOWNLOAD THE INFORMATION
AND APPLICATION FORM FROM THE SHSF WEBSITE**

www.stroudhighsixthform.co.uk/admissions/bursaries