



## 16 – 19 Bursary Fund Policy

### 1. Guaranteed Bursaries

All students who meet the criteria outlined below will receive the guaranteed bursary of £1200 for the academic year 2011 – 2012:

- Students in care
- Student Care Leavers
- Students receiving Income Support in their own right
- Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance

Evidence of eligibility may be required, for example a letter detailing the entitlement benefits or written confirmation of current or previous looked after status.

Each bursary will be paid at the rate of £120 per week in 10 monthly payments (2011-12) into the student bank account.

### 2. Discretionary Bursaries

Students may qualify for a discretionary bursary for the academic year 2011 – 2012 if they or their parents are entitled to any of the following state benefits:

- Free school meals
- Income Support
- Income-based Job Seeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is **not** entitled to Working Tax Credit **and** their annual income assessed by the Inland Revenue does not exceed £16,190 (2010-11)
- The guaranteed element of State Pension Credit

Parents will need to provide proof of entitlement to the benefits prior to payment.

Each discretionary bursary will be paid in 10 monthly payments, into the student's bank account.

The above commitment to pay discretionary bursaries will be cash limited based on available funds allocated by the YPLA on an annual basis.

### **3. Transitional Arrangement for Existing EMA Students**

Students who were in receipt of the maximum £30 per week EMA in the year September 10 to July 11 will continue to be paid directly under transitional arrangements at a lower rate of £20 per week. This is additional to the Bursary Grant and will be paid directly to students as before.

### **4. Exceptional Circumstances**

Under exceptional circumstances, students who are not automatically eligible for an award can also apply for financial help with one-off course related expenses.

Applicants must state what the finance is needed for and provide evidence to support this. In such instances, proof of income or hardship will be required.

Applications for additional help will be considered on an individual basis and are dependent upon available funds.

Students eligible for the 16 – 19 Bursary must meet the criteria of 100% attendance, unless absence is authorised. They must also meet the requirements of their Sixth Form Contract and attend all timetabled lessons. If these criteria are not met then no further payments will be made.

The process of application and payments will remain confidential and should be made to the Head of Sixth Form.