



# Heathfield Sixth Form 16-19 Bursary Application

## 16 - 19 Bursary Fund

To be eligible to receive a bursary you must:

- be over 16 and under 19 years of age on 31 August 2023
- be in care, leaving care, be in receipt of Income Support in your own name or in receipt of Employment Support Allowance and Disability Living Allowance or
- have a household income of £30,000 or less

For further details please visit <https://www.gov.uk/1619-bursary-fund/what-youll-get>

The College will also consider applications from any student who during his/her time at College faces significant financial hardship, due to changes in personal circumstances, such as redundancy and who needs support to complete his/her studies. By applying for a bursary you are giving your consent for us to process your personal data in order to check your application and make the bursary payments possible. You may withdraw your consent at any time by emailing [ahollyman@heathfieldcc.co.uk](mailto:ahollyman@heathfieldcc.co.uk). If you do withdraw your consent, bursary payments will stop.<sup>1</sup>

Bursaries for travel will not be payable to students receiving the Guaranteed Bursary.

No guarantee can be given that funds will be available when you apply. If there is high demand on the funds, awards may be given at a reduced rate. The fund will close when fully allocated.

If your attendance falls below 95% then payments may not be authorised, if your attendance falls below 90% your bursary will be stopped. If you withdraw from your courses the college reserves the right to reclaim any award given.

The Bursary fund is in two parts:

### 1. Guaranteed Bursary (£1200 per year)

This Bursary is available to students who are receiving Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

### 2. Discretionary Bursary (Eligibility: Household income of £30,000 or less)

This fund is available to support students towards the cost of travel to the college, textbooks and revision guides, CRB checks, print credits, examination re-sits, educational visits that are essential for your course, UCAS application fees, travel for university interviews and open day visits (maximum of 3 open day visits), stationery (maximum of £60 per year) and essential subject materials. You should seek agreement for any items and claims above £100 before purchasing.

---

<sup>1</sup> Your data is processed in line with our Privacy Policy and Privacy notice, which can be found on the policies page of the College website: [http://www.heathfieldcc.co.uk/?page\\_id=1595711](http://www.heathfieldcc.co.uk/?page_id=1595711)



# Heathfield Sixth Form 16-19 Bursary Application

## 16 - 19 Bursary Fund 2023/2024<sup>2</sup>

<b>First Name</b>		<b>Family Name</b>	
<b>Address</b>			
<b>Post Code</b>			
<b>Date of Birth</b>		<b>Age on 31 August 2023</b>	
<b>Subjects Studying</b>			
<b>Have you received any financial support from any other College/Sixth Form for a course starting September 2022 onwards?</b>		<b>YES   NO</b>	
<b>If YES, please give College / Sixth Form name and amount</b>			

### Section 1: Guaranteed Bursary (£1200 per year or pro-rata)

<b>Please tick</b>	<b>About You</b>	<b>Evidence Required (Please supply photocopies)</b>
	I am in care or leaving care	A letter from the Local Authority or your support worker to confirm your current or previous looked-after status
	I am in receipt of Income Support / Universal Credit	Your most recent Income Support letter dated within 3 months of the start of your courses
	I am in receipt of DLA or PIP as well as ESA or UC	Your most recent DLA letter and evidence of receipt of ESA dated within 3 months of the start of your courses

<sup>2</sup> All personal data that you share is processed in line with our privacy policy and privacy notices, which can be found on the policies page of the College website: [http://www.heathfieldcc.co.uk/?page\\_id=1595711](http://www.heathfieldcc.co.uk/?page_id=1595711)

You may also apply for an award from the Discretionary Bursary Fund if you need support with your course costs.

### Section 2a: Discretionary Bursary Fund

Please tick the one that applies to you	About You	Evidence of Income: <i>Please supply <u>one</u> type of evidence of your income from the list below:</i>
	I live independently and my income is £30,000 or less	<ul style="list-style-type: none"> <li>• the last 3 months payslips</li> <li>• P60</li> <li>• 2021/22 Tax Return</li> <li>• Universal Credit monthly award notice</li> </ul>
	I live with my parent/guardian(s) and their income is £30,000 or less	
	I live with my spouse/partner and our joint income is £30,000 or less	
	Other - please describe:	

### Section 2b:

#### Travel Bursaries

**You must live 3 or more miles away from the college to be eligible for a travel bursary.**

Students who live 3 or more miles away from the college will be eligible for a travel bursary of £17.50 per week. Students are advised to apply for the Citizen Card, which allows them to purchase a weekly bus ticket for £17.50. Expired tickets will be reimbursed by completing a payment request form and returning together with the ticket to Mrs Hollyman.

Bursary payments are based on 100% attendance and punctuality to lessons (including independent supervised study sessions), PSHE when required, required registrations, enrichment assemblies and appointments including those with coaches, 6<sup>th</sup> Form Pastoral Managers, Head of Years 12 & 13 and Director of Key Stage 5. Your achievement and conduct will also be monitored. Not meeting deadlines will be construed as a breach of your contract as study periods are not being used effectively.

Students are required to inform both their subject teachers and Mrs Hollyman (6<sup>th</sup> Form Admin) on the first day of sickness, in the case of a long-term illness a parental/doctor letter is required. Absences if pre-planned for a legitimate reason e.g. University visit/interview; relevant work experience; funeral; driving test (not lessons); medical appointments: students must inform their coach and complete and return a Future Absence form to Mrs Hollyman and liaise with subject teachers to ensure no work is missed.

Continued...

### Section 3: Bank Details

Awards will be paid directly to your bank account using BACS - please complete your bank details below. Please note that the bank account must be in the name of the student.

Full Name of Account Holder																				

Name of Bank/Building Society																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Name																				
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sort Code																				
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Number / Roll Number																				
------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If you have given details of a building society account, enter the roll or reference number if applicable. Enter this exactly as it appears on your statement/passbook including any hyphens (-) or slashes (/) that are shown as part of the number.

### Section 4: Declaration

- I certify the information I have given in this application is true and accurate
- If I withdraw from my courses, I understand that I may be required to repay some or all of any award made
- I understand that if my attendance or behaviour is below a satisfactory standard, my award may be stopped
- I understand that my application may take up to six weeks from the beginning of term to process
- I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate
- I have read and understood this declaration

Signature of Applicant:	Date:
Signature of Parent/Guardian:	Date:

Please return this application form to Mrs Hollyman

### FOR OFFICE USE ONLY

Received	Signed