

## **Epsom & Ewell High School**

### **16-19 Bursary Fund Guidelines and Application Form 2020 - 21**

#### **The 16 to 19 Bursary Fund**

The 16 to 19 Bursary Fund was introduced in 2011 and is money the government has given to local authorities, schools, colleges and other education and training providers to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

#### **Bursary Fund**

Epsom and Ewell High School will target the 16-19 Bursary fund to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need. (See categories 1-4 on the application form). Eligible students could receive an annual bursary of up to £1,200.

#### **Discretionary fund**

Students who are not eligible for the Bursary Fund can apply to the Discretionary Fund for support for course specific educational visits and residential trips, educational materials such as books & equipment, university application (UCAS) fees and transport costs if an Oyster card is not available.

Eligibility will be determined via formal application and will provide for students who are not covered by the Bursary Fund. We will then look at income related eligibility (see categories 5-6 on the application form). Priority will be given to those who are eligible for Free School Meals and where the current household income is no more than £30,500. The amount provided will be dependent on the funding received by the school.

#### **Application Process and Payments**

All applications are to be made to the main school office FAO Mrs Talsi, along with the required evidence. Applications for should be received by **25<sup>th</sup> September 2020**. Throughout the year applications will be considered subject to funds being available.

We will process the information and advise you, in writing of the outcome. All eligible payments will be subject to the conditions laid down in the Sixth Form Contract and will be attendance related.

*Students who are eligible for the Bursary Fund will be paid once a term into their bank account. Discretionary payments will be paid on application.*

Please note that Epsom and Ewell High School guarantees that all personal information, including band details and household earnings, will be stored securely and will remain strictly confidential.

Please ensure that you have read and understood the school's statement regarding bursary applications before completing this form. Please note that if a bursary is awarded the payments will be subject to the conditions of the 16-19 Bursary Fund Contract being met.

### Application Form 16-19 Bursary Fund

Please hand this form to the Sixth Form Office along with relevant evidence for processing.

Please indicate which fund you are applying for:

Bursary Fund

Discretionary Payment

Please complete all information in BLOCK capitals:

Surname:	Forename:
Year:	Tutor Group:
Date of Birth:	Gender: Male/Female
Address:	
How long have you been resident in the UK?	
Home Telephone number:	Parent/Guardian Mobile Number:
Student mobile:	Student email:

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in Receipt of Income Support	Yes	No
4. Are you a disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance	Yes	No

5. Are you currently or have you been eligible for free school meals in the last 6 years?	Yes	No
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**If you answered YES to any of the above questions, please attach evidence of this with your application form.**

6. What is your household income? ( please complete)	£
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**Please supply evidence of your household income by way of a P60, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.**

**Name:** ..... **Form:** .....

If you are applying for the Discretionary Fund please provide details of items or trip costs you wish the Bursary Fund to cover. If applicable the items you require will be purchased through the school. If you have already purchased the items, please provide us with a proof of purchase.

7.Details of items you require e.g. Equipment, examination resit fees, UCAS fees, books ( please provide ISBN numbers) educational visits or transport costs	Cost	Please attach receipt and tick this box if you have already paid for the item	Please tick this box if the item is to be purchased by the school on your behalf.

8.Please provide additional information that may be relevant including the details of any Discretionary Fund Requests (attach further details if necessary).

9.Please provide the student's banking details, where the funds will be sent by BACS:

Account Holder's Name:	
Bank Name:	
Sort Code:	
Account Number:	

I/We confirm that all the information provided is true and I/We will notify school if any circumstances change. I/We understand that the Bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Contract, will be adhered to and I/We understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

Student signature:

Parent signature:

Date:

Please hand this form to the Sixth Form Office along with any relevant evidence for processing.

School use only :

Date Claim Received :						
Applied for Bursary Fund :						
Applied for Discretionary Fund :						
Evidence Seen :	Q1-4		Q5-7		Q8	
	Q9				Bank	