



## Sixth Form 16-19 Bursary Terms and Conditions

Application Form: <https://forms.office.com/e/ERB5BBe6J8>

### Introduction

This policy sets out the financial support available in 2024/2025; the eligibility criteria and the conditions for continuous receipt of support for 16-18 year olds. This bursary can be awarded to students who need help with the costs of Sixth Form study who could be considered at a financial disadvantage without some assistance.

No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have. The aim of the bursary is to provide financial support to help students overcome specific barriers to participation so that they remain in education and achieve. Bursary funding can help students with payments towards:

- Transport to school
- Essential Books & Equipment
- Specialist Clothing & Equipment
- Educational Fieldtrips required for the course
- Transport costs to university open days
- Other course related costs

### Eligibility

In order to qualify for this bursary, students must provide evidence of how they meet the three strands of eligibility for financial support to include age, residency and household income, as well as be studying on a programme that is subject to inspection by a public body such as Ofsted.

- Complete the application form each academic year
- Be aged over 16 but under 19 as of the 31<sup>st</sup> August during the year of study
- Meet the ESFA residency criteria
- Be eligible for FSM or meet the low income threshold as set by the Academy.
- Have at least 90% attendance.

### General

1. Applications are usually available to all students until the specific fund closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to extend the closing date subject to availability of funds.

### Assessment

2. Financial support is assessed against household income. Students under 19 and living at home and/or supported by parents/guardians are assessed under their own and their parents'/guardians' income, except in exceptional circumstances.
3. Receipt of bursary funding does not affect the receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit. Evidence may be required for this.



4. Young people with caring responsibilities may also have a financial need which can be assessed by the bursary funding. Evidence from a GP or Carers Allowance confirmation may be required.
5. As well as the evidence of Income Support or Universal Credit, the Academy may request to see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills, etc. for students who live independently. Students in care, looked after children or care leavers may also be required to provide proof of care status from the local authority to qualify for any additional vulnerable learner bursary funding.
6. For Universal Credits we will ask for the three most recent monthly awards statements. The take-home pay figure in addition to the amount of Universal Credit after all deductions will give a total monthly income. The three months statements will act as a guide to the household income for a quarter of the year and will be multiplied by four to estimate the annual income.
7. For parents/guardians or students who are self-employed, the Academy will assess income based on Gross profit, but taking into account any business expenditure.
8. An assessment is made based on a completed and signed declaration from the learner or parent/guardian (dependent upon age and circumstance of learner) detailing income from employment and/or benefits along with supporting evidence of all declared income.
9. Please refer to Annex A for required supporting evidence. All applications must be supported by appropriate evidence.

## Payments

10. Awards will be re-imbursed to students on receipt of approved claims.
  - Claims must be completed via the Microsoft form using the student's Academy email address and provide evidence of the receipt. <https://forms.office.com/r/H4PPxi4Byh>
  - Claims will be paid directly to the student's own bank account via BACS. They will only be paid into another person's account in exceptional circumstances.
  - If students do not have a UK bank account, we would recommend opening one. See <https://www.moneyadviceservice.org.uk/en> for information on bank accounts.
  - Please ensure the correct bank account details are provided on your claim(s). We cannot take responsibility if a payment is made into the wrong account.
11. Items that the Academy have agreed to purchase on your behalf will be processed by the AdminFinance department. Please co-operate with providing relevant information and links when requested.
12. Students in receipt of Free School Meals (FSM) will be entitled to a small breakfast with a drink, or large breakfast without a drink and a meal deal for lunch. Any additional items must be purchased via the student. Please ensure that there are additional funds added to the student's WisePay restaurant account if additional items are required.
13. Bursary payments are made dependent upon attendance. We expect you to attend 90% of your timetabled lessons. The Academy also expected that certain standards of behaviour will be met.
14. The Academy does not make bursary fund payments as regular payments for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.



15. If an asylum seeker is eligible for support in the form of course-related books, equipment or travel, these will be provided. We are not permitted to give these students cash payments.

## **Loan Equipment**

16. The bursary fund may be able to assist with costs where equipment is required to enhance a student's access to learning or to increase levels of achievement.
17. The Academy operates a loan laptop scheme for students who may have no digital devices in their household or whose only available device is a smartphone or a shared single device with another family member. Loan equipment is limited and once resources have been exhausted, no further awards can be made.
18. The loan IT device scheme is initially open to students who;
  - Are studying on a full-time programme
  - Have an approved bursary for the current academic year
  - Have a household income of less than £16,190
  - Have no device, be predominantly using a smart phone or tablet or are sharing a device with more than one member of their household.
19. Awards will be made on a first come first served basis until all IT devices are allocated. Loan equipment is limited and once resources have been exhausted, no further awards can be made.
20. Students requiring a loan laptop or other equipment will be required to sign an agreement before the IT device can be issued to them. Parents/guardians are also required to sign the agreement. The agreement specifies the conditions and responsibilities of the student whilst the IT device is in the care of the student as well as confirmation that it is used in accordance with the IT Acceptable Use policy and for educational purposes only.
21. All items purchased by the support funds remain the property of the Academy and must be returned by students at the end of the academic year or within 7 days of being requested to return the device.
22. Students must return the device at the end of the academic year, within 7 days of being requested to be returned or if they leave the course before completion. The device must be returned in the same condition as it was received.

## **Travel Bursary**

23. Support through bursary funds with the cost of travel is available to students who travel more than three miles to the Academy.
24. The Academy will support transport costs during term time only.
25. The Academy cannot reimburse fuel claims.
26. The Academy may exercise discretion where a different form of transportation is deemed to be more suitable or cost effective.
27. Students can apply for Post-16 Travel Assistance through the Local Authority if they are;
  - Aged 16 to 18
  - In full-time education (12 hours or more a week)
  - Living more than 3 miles away from the Academy

Students who are entitled to school travel assistance from the Local Authority will need to contribute £600.00 per year towards the costs. North Northamptonshire Council (NNC) will guarantee a seat on one of their contracted transport services for a student where an application is received on or before the third Friday in May prior to the September of that



academic year. Guaranteed seats will not be available for applications received after that time and will then be subject to availability. Please note that this may not be processed until the October half term and parents will be responsible for taking their child alongside any associated costs. In submitting an application form, parents/guardians will be committing to purchasing a seat for the full academic year at a cost of £600.00. Discounts are not available if transport is only used for part of the year. Parents or carers in receipt of certain benefits may qualify as low income households and if they meet the criteria, the fee is reduced to £300.00 for the year. For more information, to apply or to cancel an application please visit; <https://www.northnorthants.gov.uk/school-travel-assistance/post-16-travel-assistance>.

## Trip Costs

28. Students must complete the financial support request form to apply for financial assistance towards any educational residential or trip costs. These will be assessed on an individual basis. <https://forms.office.com/e/DMMKuEEcq5>

## Changes in Circumstances

29. You must notify the Academy of any change in family circumstances which may impact upon your award. The Academy reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in you no longer being eligible for the award. It also reserves the right to recover all or part of any overpayment made resulting from a change in circumstance.
30. The Academy reserves the right to request repayment of all or part of any bursary payment a student has received; and/or return of equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.
31. Students and their families who give false or incomplete information that leads to an incorrect/overpayment may result in future payments being stopped and any incorrectly funds being recovered. This might also result in a referral to the police with the possibility of the student and/or their family facing prosecution.

## Appeals

32. If a student does not agree with any decision made in relation to judgements on the distribution of support funds, then they can appeal in writing to [adminfinance@corbybusinessacademy.org](mailto:adminfinance@corbybusinessacademy.org).
33. All appeals should be made within 10 working days of the decision being notified to the student.
34. Students will receive a response and decision within 14 days of the appeal.

## Data Privacy Policy

35. The privacy and security of our student and parent/guardian's personal information is extremely important to us. Data collected for the objective of assessing bursary applications will not be used for any other intention and is kept for no longer than is necessary for the purpose for which the personal data is processed. Any paperwork and documents retained for audit purposes will be kept securely in line with our data protection policy.



## Annex A – Supporting evidence requirements for ESFA funded bursaries

Source of income	Acceptable evidence
Waged income *	Payslips for the last 3 months consecutive months
Tax Credits **	2024/25 Tax Credits Notifications – all 6 pages required
	2024/25 Provisional Tax Credit – all 6 pages required
Income from self-employment ^	Annual tax review (if self-employed) Most recent audited accounts (within past 12 months) Letter from a qualified accountant confirming income
Benefits – IS, JSA, ESA & LASS *	Letter from Job centre plus/DWP showing means tested benefit
Universal Credits *	Universal Credit Award – full award information for the last 3 months
Guaranteed Pension Credit *	Pension credit – guaranteed element
Nil income (both required) *	Most recent bank statement
	Please provide evidence of income for the rest of the household
Asylum Seeker *	Local Authority Letter
I am in care or am a care leaver *	Local Authority Letter

\* All evidence provided must be dated within the last three months

\*\* Tax Credit notifications must be for the current tax year starting April 2024

^ Annual tax review must be the most recent document submitted to HMRC or Companies House