

## **OA6 16-19 Bursary Award Guidelines for Applications**

### **Bursary Fund**

OA6 will target the 16-19 Bursary 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 (please see categories 1-6 on the application form which follows).

As a guideline to the alternative income related eligibility, please consider the current household income band that allows the claiming of Free School Meals.

### **Discretionary Fund**

Where the criteria for a Bursary have not been fully met, but there is evidence of financial need, OA6 will operate a discretionary payment system for specific educational purposes such as books and equipment, examination re-sit fees, University application (UCAS) fees, educational visits, and/or, exceptionally, where there is risk of extensive financial hardship.

### **Application Process and Payments**

- All applications are to be made to the Sixth Form office by the **21<sup>st</sup> September 2018**, along with the required evidence.
- All applicants will be advised in writing, of the outcome in the week following the October half term. All eligible bursary payments will be attendance related and will be subject to the conditions laid down in the OA6 16-19 Bursary Contract. Payments will be back-dated to the start of the courses the student has enrolled upon.
- The first payment, for eligible students, will be available for collection from the finance office one week after receipt of the signed OA6 16-19 Bursary Contract.
- Please note that OA6 guarantees that all personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.
- In Year applications will be considered subject to funds being available.

**Please note if a bursary is awarded the payments will be made subject to the conditions of the 16-19 Bursary contract being met.**

**OA6 16 - 19 Bursary Award Application Form 2018-2019**

Please indicate which fund you are applying for:

**Bursary Fund**

**Discretionary Payment**

**Please complete all information in BLOCK capitals:**

Surname:		Forename:	
Date of Birth:	Tutor:	Gender: Male/Female (please delete as appropriate)	
Parent/Carer Name:			
Home Address:			
How long have you been a resident in the UK?			
Home telephone number:		Parent mobile number:	
Student mobile number:		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 are also in receipt of disability living allowance?	Yes	No
5. Are you a younger carer?	Yes	No
6. Are you eligible for Free School Meals?	Yes	No

**If you answered YES to any of the above questions, please attach evidence of this with your application form.**

7. What is your total household income? (This should include income of both parents, if they have the same address as the applicant)	
Parent/Carer 1	£
Parent/Carer 2	£

**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.**

8. How do you travel to school?	
9. If by public transport what are the weekly costs?	

**Please supply evidence of the cost of transportation to school.**

10. Do you have any course/equipment costs?	Yes	No
11. Please provide additional information:		

12. Please provide additional information that may be relevant including the details of any discretionary fund requests (please attach further details if necessary).
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13. Please provide the student's banking details, where funds will be sent by BACS:

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

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

Student signature: \_\_\_\_\_ Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academy Use Only:**

Received:	Number:	Purpose:	Awarded:
	V Group:	Bursary:	Discretionary:
Payment:	Termly	Individual (1)	
Evidence Seen:	Q1-4	Q5-7	Q8
	Q9-10	Q11-12	Bank