

Sixth Form Bursary Fund

The Sir Simon Milton Westminster Sixth Form Bursary Fund aims to provide assistance to those students facing financial barriers to participation in education, such as costs of books, transport, equipment, childcare or paying for trips where the trip is an essential part of a student's course. Two types of bursary are available. To qualify students must be under the age of 19 on 31st August 2017 and meet the EFA's residency requirements.

1. Guaranteed Bursary (for students 16-18)

Bursaries of up to £1200 a year are available for students aged 16-18 meeting the following criteria:-

- Young people in care, including unaccompanied asylum-seeking children
- Care leavers
- Young people in receipt of Income Support (or the equivalent Universal Credit)
- Young people getting both Disability Living Allowance (and the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit) in their own right.

Payments will be made termly and will be dependent on students achieving 95 % attendance and punctuality.

2. Discretionary Bursary

Bursaries are awarded to students who reside in a household which has a taxable income of less than £21,500 for the tax year 2016-17. Evidence of income is required (see overleaf). The amount awarded is dependent upon individual circumstances. All bursary payments are linked to student's attendance, behaviour and in making satisfactory progress in their studies.

3. Free Meals

Students who are eligible for the Discretionary Bursary will also qualify for a free meal if they reside in a household whose parents/guardians are in receipt of any of the following:-

- Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance (ESA), Universal Credit (during the initial rollout of the benefit)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.

4. Additional Help

Students who are not automatically eligible for a bursary can apply for financial support in exceptional circumstances. Please contact the finance department for further details.

Bursary Application: Hand to Ella Trevelyan

Personal Details:

Name	Date of Birth	Age at 31/08/17
Address	Email address	
	Home telephone number	
	Postcode	Mobile number

Student Bank Account Details:

Name of account holder	
Name of Bank	Branch sort code <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Branch Address	Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Roll Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (Building Society accounts only)

Evidence required:

Discretionary Bursary and Free Meals

<p>In order to assess your application, we require evidence of your income/home circumstances. Please provide one of the following ORIGINAL documents which we will photocopy and return to you.</p> <ol style="list-style-type: none"> 1. Your family Tax Credit notification for 2017/18 2. Income Support entitlement letter – dated within the last 3 months 3. Job Seekers Allowance entitlement letter – dated within the last 3 months 4. Employment and Support Allowance entitlement letter – dated within the last 3 months 5. Pension Credit entitlement letter – dated within the last 3 months 6. Universal Credit Entitlement letter – dated within the last 3 months
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Guaranteed Bursary

Students applying for the guaranteed bursary should complete the form and take it to the finance office where you will be advised of what documents you need to bring in.

Declaration:

- I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We understand that relevant information regarding my application may be shared with other agencies.
- I/We understand that if I do not keep to the conditions of my learning agreement and the college code of conduct, payments will be withheld.
- I/We are aware that this application only covers the current year and I must re-apply next year.

Student signature	Print name	Date
Parent/carer signature 1	Print name	Date
Parent/carer signature 2	Print name	Date

New Students: Please **do not** post forms to the college. Bring this completed form and the required evidence and hand in within an envelope marked: 'Ella Trevelyan: Bursary Application' to the Receptionist in the main atrium within the first week of term 11th September- 15th September, notification of award and payment will be made by Monday 25th of September. For applications received after the first week of term, notification of award and payment will be made within three weeks of receipt of the form. In exceptional circumstances payment earlier than the above dates can be made.

Please note: If you are not eligible to receive financial assistance but your circumstances change during the year then please contact the Principal or Vice Principal. If you are not awarded a bursary and you wish to appeal against the decision, please contact Mike Finn, Vice-Principal who will remain independent in the original decision.

For office use only

Date received	Proofs seen and copied
Entered on database	Assessment date
Discretionary or Guaranteed Bursary	Assessed by
Student notified	EFA/SFA residency requirements met? Yes/No
Additional Notes	

Bursary Policy
Mike Finn – April 2018
Last reviewed – June 2018
Next review – June 2019