

# 16-19 Bursary Fund Information 2019-2020

## What is the 16 to 19 Bursary?

16 to 19 Bursary Funds are designed to support pupils to remain in education. To be eligible you must meet specific eligibility criteria and you will need to agree to standards of attendance and behaviour to receive the bursary.

## Who is eligible for the bursary scheme?

To be eligible you must be at least 16 years' old and under 19 years old on 31 August. You must also be taking part in full-time or part-time further education, or training.

Further information and advice for young people regarding the 16-19 Bursary Fund is available from [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund).

The Bursary Fund has two elements: Vulnerable Student Bursary and Discretionary Bursary. You can only apply for one type, depending on your personal circumstances.

## Vulnerable Student Bursary

To be eligible for this bursary you must meet the following conditions:

- Starting Year 12, 13 or 14 in September 2019
- Aged between 16 and 18 on 31 August 2019
- Belong to one of the following groups:
- In local authority care, or have recently left local authority care; or
- Receive Income Support or Universal Credit as you are financially supporting yourself or financially supporting yourself and anyone who is dependent on you and living with you, such as a child or partner; or
- Receive Disability Living Allowance or Personal Independence Payments in your own right as well as Employment Support Allowance or Universal Credit in your own right.

## Discretionary Bursary

To be eligible for this bursary, you must meet the following conditions:

- Starting Year 12, 13 or 14 in September 2019
- Be aged between 16 and 18 on 31 August 2019.
- Be eligible for Free School Meals; or
- Living in a household with a gross annual income (including benefits, tax credits, universal credits) below £25,000; or
- Students who have been affected by a sudden exceptional change in financial circumstances.

## What is a bursary for?

The bursary is to help with costs related to your studies, e.g. transport, books, equipment or other miscellaneous costs associated with your course.

## How much will I receive?

If your application is approved as a Vulnerable Student Bursary, you will receive a payment of up to £1200 in the academic year 2019-2020, payable in 6 equal instalments.

If your application is approved as a Discretionary Bursary, you could receive a payment of between £300 and £900 in the academic year 2019-2020, payable in 6 equal instalments.

The amount you receive will be determined by your individual circumstances and the requirements of the course you are studying.

All payments made under the scheme will be subject to meeting the attendance and behaviour requirements set out in the Bursary Agreement, this will be given to you if your application is successful and must be signed before any payments are made.

Applications for the 16-19 Bursary can be submitted at any time but it is important to recognise that there is a limited amount of funding available, therefore all applications are subject to the availability of funding at the time of your application.

Applications will not be considered once all funds have been distributed.

### **How do I apply?**

If having read this guidance you believe you are eligible for a payment under the 16-19 Bursary Fund, please complete the application form and return it to the Sixth Form office by Friday 20 September 2019.

### **How will you pay me?**

Payments will be made into your bank account via a system known as BACS transfer. It is essential that you have a bank account in your name, as payments can only be made into your own account via a BACS transfer. Cash payments will not be made. Please note, we are unable to make payments into Post Office accounts.

Eligibility for the bursary will be re-assessed annually, so please re-apply each year.

### **How will I know if my application has been successful?**

If your application is successful you will be notified in writing showing how much has been awarded to you and when you can expect to receive your first payment.

### **Application Deadline**

Completed applications need to be submitted by **Friday 20 September 2019**. Late applications will be considered under category 4; exceptional change in financial circumstances.

### **What happens if my application is unsuccessful?**

You have the right to appeal against the decision.

Appeals in writing should be sent to:

**Mr Aynsley Welling  
Deputy Principal  
Neale-Wade Academy  
Wimblington Road  
March  
Cambridgeshire  
PE15 9PX**

You must submit your appeal request within 10 working days of receiving the decision letter sent to you. Your appeal will be presented to Mr Welling for a decision. His decision is final; there is no further appeal beyond this point. You will be notified in writing within 15 working days of the outcome of your appeal.

### **Further information and assistance**

If you require any further information, or wish to discuss your application, please contact:

**Dr C Spibey  
Assistant Principal – Head of Sixth Form  
[cspibey@neale-wade.org](mailto:cspibey@neale-wade.org)  
01354 606000**

***PLEASE RETAIN THIS GUIDANCE FOR  
YOUR INFORMATION***

