

# Prince William School

## 16 -19 Bursary Fund

### Information



The Government has set aside some money for Schools, Colleges, Training Providers and Local Authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

This fund could help you with education-related costs that may arise during the school year, including essentials like a meal during the day or transport to the Academy. It might also provide you with extra help to buy books, clothing or equipment for your course, or pay for educational visits.

Each School, College or Training Provider receives an individual allocation of these funds for the academic year from the EFA. Once these funds have been awarded to eligible students there is no guarantee that further monies will be available to support learners who subsequently submit an application.

The 16 – 19 Bursary Fund has two elements:

**Vulnerable Student Bursary** – you could receive up to £1200 if you:

- are in Local Authority care, or have recently left Local Authority care; or
- receive Income Support, or Universal Credit, in your own name; or
- receive both Disability Living Allowance (or Personal Independence Payments) and Employment & Support Allowance (ESA) (or Universal Credit in place of ESA) in your own name.

**Discretionary Bursary** - Providers may then use their discretion to make awards to young people in ways that best meet the needs and circumstances of their students.

#### Am I eligible?

To be eligible you must be at least 16 years old and under 19 years old at the start on the 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 the Education Funding Agency website,

<https://www.gov.uk/1619-bursary-fund/print>

#### N.B.

Bursaries will not be paid to young people on waged Apprenticeships. However, if you are on an Access to Apprenticeship programme, or if you are an un-waged Apprentice, you can apply for assistance through your training provider.

1. **Vulnerable Student Bursary** – payable to those students who meet the eligibility criteria for this bursary as described previously;
2. **Discretionary Bursary** – to those students whose circumstances are as follows: -
  - Students who are eligible to receive a Free School Meal;
  - Students whose household income is below £20,817;
  - Students who have been affected by a sudden, exceptional change in financial circumstances.

#### 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 2018–2019, payable in six equal instalments.

If your application is approved as a Discretionary Bursary you could receive a payment of up to £400, in the Academic Year 2018 – 2019, payable in six equal instalments.

The amount you will 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. Full details of these requirements can be obtained directly from the Head of Sixth Form.

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 will the bursary be paid?

The bursary awarded to you will be paid either directly into your bank account or, for smaller sums, in cash.

All bursary payments will be subject to your attendance and behaviour meeting the standards set out in the Bursary Agreement.

## 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 **16 – 19 Bursary Fund application form**.

This Application form must be completed as follows:

### Section 1 – Personal Details

This must be completed in full.



### Section 2

This section must be completed to indicate under which category you wish your application to be considered.



### Section 3

This section you will be asked to write a supporting statement outlining how you would use any bursary you are awarded to enhance your studies.



### Section 4

This section must be signed and dated by you the applicant.

## Appeals in writing should be sent to:

### The Principal

Prince William School  
Herne Road  
Oundle  
Northamptonshire PE8 4BS

You must submit your appeal request in writing within 10 working days of receiving the decision letter sent to you. In your letter you will need to explain why you are appealing. Your appeal will be presented to an appeals panel consisting of the Principal and a School Governor for a decision. The panel's 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:

### The Sixth Form Administrator.

[laspland@princewilliamschool.co.uk](mailto:laspland@princewilliamschool.co.uk)

Tel: 01832 272881 Ext 264

## 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.

## What happens if my application is unsuccessful?

You will be notified in writing explaining why your application was unsuccessful. You have the right to appeal against the decision.