

HUCKNALL SIXTH FORM CENTRE

The Hucknall Sixth Form 16 – 19 Bursary Fund

Guidance Notes for Students 2020-21

Introduction

This guide aims to provide information and guidance for 16-19 year old students applying for a Bursary at Hucknall Sixth Form Centre. It details who is eligible for the 16 – 19 Bursary Fund, what support you may be able to receive and how to apply. Please read the information in this leaflet carefully before filling in the application form.

What is the 16 – 19 Bursary Fund?

A key priority for the Government is to close the gap in attainment between those from poorer and more affluent backgrounds and to ensure every young person benefits from a place in 16 – 19 education and training. The Bursary should be used for course related costs such as travel and equipment. **All payments are made directly into students' bank accounts.**

The 16-19 Bursary Fund is a cash-limited fund and The Hucknall Sixth Form Centre will prioritise allocation.

There are 3 levels of Bursary that can be awarded:

HIGH PRIORITY (Vulnerable Student Bursary)

You could get up to £1,200 if at least one of the following applies:

1. You are in or recently left local authority care.
2. You are in receipt of Income Support or Universal Credit **in your name**.
3. You are disabled in receipt of both Employment Support Allowance or Universal Credit, **and** either Disability Living Allowance or Personal Independence payments **in your name**.

MEDIUM PRIORITY (Discretionary Bursary)

You will qualify for a bursary of up to £20 per week dependent of meeting agreed attendance and progress criteria if you are a student who is currently receiving free school meals. *(this will be subject to availability of funds).*

LOW PRIORITY (Discretionary Bursary)

Students living in a home where there is a gross annual household income of between **£16,190 and £25,000**. *(proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income, see application form for list of evidence required)*

Those in low priority group will be considered for funding based on the academy allocation **and subject to available funding after those in the high and medium priority groups have been awarded.** Students in this group may receive a contribution of up to **£200** maximum towards the cost of essential equipment and transport costs which could include:

- Course equipment – text books or revision guides
- Trips relating to subjects
- Re-sit costs
- Travel costs, if you live more than 2 miles away and on production of tickets.

Pre-approval for the above items will be required before any payments will be made. Payments will be made on, as and when required basis.

Students qualifying for the full bursary will be dealt with on a priority basis and all other payments will be made subject to final numbers.

Fraudulent Claims

We must protect funds from the possibility of fraudulent claims. We ask for detailed information and may invite applicants for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes, we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

- Attitude to Learning and Homework scores of 2 or above on progress checks
- No concerns about behaviour or effort

Appeals and complaints

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to the Finance Manager. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.