

Types of Bursaries

There are two main types of bursaries available:

Vulnerable Student Bursary: This bursary offers up to £1,200 per year for students who are:

- In or have recently left local authority care
- Receiving Income Support or Universal Credit in their own name
- Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own name, along with Employment and Support Allowance (ESA) or Universal Credit

Discretionary Bursary: This bursary is awarded by educational institutions based on individual assessments of financial need. It is intended for students who require financial assistance to continue their education but do not qualify for the Vulnerable Student Bursary. The amount awarded varies depending on individual circumstances and is allocated using the banding system below.

	Household Income		Max Allocation ¹
Band A	£0	£15,000	£1,200
Band B	£15,001	£18,000	£900
Band C	£18,001	£21,000	£600
Band D	£21,001	£24,000	£300
Band E	£24,001	£27,000	£150

Purpose and Usage

The bursary funds are intended to assist with education-related costs, such as:

- Transport to and from school or college
- Books and other essential equipment
- Specialist clothing required for courses (e.g., protective gear)
- Costs associated with attending university interviews or work placements

It's important to note that the bursary is not meant to cover general living expenses or extracurricular activities that are not essential to the student's study programme.

Eligibility and Application

To be eligible for the 16 to 19 Bursary Fund, students must:

- Be aged 16 to 19 on 31 August of the academic year in question
- Be enrolled in a publicly funded school, college, or training provider in England
- Meet the specific criteria set out for either the Vulnerable Student Bursary or the Discretionary Bursary

¹ Actual Allocations are always at or below the maximum and will depend on numbers of applicants for the available funds and will be allocated equably within the funding formula after a 5% cost of managing is top sliced from the funds

Applications are made through this form **ONLY**. Students must complete the application form themselves and will be required to provide evidence of their and their household's financial situation.

There are 7 sections of this form that **MUST** be completed by Monday 6th October. It is at this point applications will be review and bursary funds allotted for draw down.

Section 1	Details of Applicant
Section 2	Details of Provider and Course
Section 3	Bursary Type
Section 4	Evidence
Section 5	Use of Funding
Section 6	Declaration by Applicant
Section 7	Bank Account Details

SECTION 1: Details of Applicant

This MUST be the Students Details and Be Completed by the Student

Forename		Surname	
Form		Date of Birth	/ /
Address			
Postcode			
Email			
Mobile			

SECTION 2: Details of Course

Please list the subjects that you are taking

Subject 1	
Subject 2	
Subject 3	
Subject 4	

SECTION 3: Bursary Type

Please tick which type of bursary you are applying for.

Vulnerable Bursary	☐
Discretionary Bursary	☐



Band A	☐
Band B	☐
Band C	☐
Band D	☐
Band E	☐

SECTION 4: Evidence

Please tick to indicate which supporting evidence is attached to support your application, evidence should include the entire document and be dated within the last 6 months. Please bring copies as these will be kept on file for the external Audit purposes.

Vulnerable Bursary

In care as a looked after child or a care leaver – Letter from the Local Authority	
Universal Credit statement in Students Name	
Income support letter in Students Name	
Disability Living Allowance or Personal Independence Payment in Students Name	

Discretionary Bursary	Parent or Carer 1	Parent or Carer 2 ²
Name		
Gross Annual Salary ³		
Annual Benefit Income		
Relationship to Student		

Tax Credit Award Notice 2024/2025	
Tax credit Award Review 2024	
Universal Credit	
Employment Support Allowance (ESA)	
Income Support (IS)	
Job Seekers Allowance (JSA)	
Guaranteed State Pension	
Self Employment Tax Return	

² Only include if living in the same household

³ To include work salary, child maintenance, share dividends, pension payments etc

SECTION 5: Use of Funding

Please supply expected financial support required including costs

Course Equipment	
Transport	
Essential Trips and Visits	
Stationary	

SECTION 6: Declaration By Applicant

I confirm that the information I have provided in this application is correct to the best of my knowledge, and that I understand that I must notify Holcombe Grammar Sixth Form Bursary Team of any change of circumstance which may affect my entitlement to a bursary payment.

I understand that if I leave before the completion of my programme of study or my attendance drops below 90%, that I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund.

I understand that any capital purchases books or technology based equipment remain the property of the sixth form department and must be returned when the course is finished.

Student Signature _____ Date _____ / _____ / _____

SECTION 7: Bank Account Details

The Bank Account Details are needed for any reimbursements and MUST be the students bank account evidenced by a bank statement.

Name of Bank																
Account Holder Name																
Sort Code			-			-			Account Number							

The submitted form is checked by the deputy head of sixth form for approval and confirmed by the head of sixth form.

M D FIELDING

A ANDERSON

All requests for purchases and reimbursement are recorded

[illegible]

[illegible]

[illegible]