

VANDYKE UPPER SCHOOL

**16-19 Bursary Fund
2022/23**

Application Form

What is the Bursary Fund?

The 16 to 19 Bursary Fund is a scheme to help young people to stay in full-time education. The scheme is made up of two parts:

- Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving income support, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary is referred to as the 'full' bursary. Eligible students can apply for support for specific items up to the total value of £1,200 per academic year. This bursary is referred to as a 'full' bursary.
- Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with their costs. Eligible students can apply for support for specific items. This bursary is referred to as a 'discretionary' bursary.

Eligibility

For the full bursary you must meet one of the following criteria by being a:

- Young person in care or a care leaver
- Young person receiving Income Support* or Universal Credit
- Disabled young person receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

For the discretionary bursary, you must be a student whose parents or carers are in receipt of:

- Income support*
- Income related Employment and Support Allowance* or Universal Credit
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Child Tax Credit, and an annual income, assessed by the Inland Revenue, that does not exceed £16,190
- Guarantee element of State Pension Credit

Or:

- Be eligible for free school meals
- Be providing care to a sick or disabled relative
- Have a long term medical condition that can affect studies

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in the place of the replacements.

There are additional criteria that need to be met to be eligible for a bursary, but it is anticipated that the majority of applicants will satisfy these criteria. These criteria include course types, residency and age restrictions. We will contact you as part of the assessment process if we believe there will be an issue with meeting these criteria.

Applying

If you believe you are eligible for a bursary, please complete Section A if you wish to apply for the full bursary or Section B if you wish to apply for the discretionary bursary.

You can only apply for one bursary, not both.

Please enclose supporting evidence as required and detailed in the appropriate section.

Payment

Payment method and timing will depend on the nature of the items claimed. Where possible the school will award support in kind (bus pass, books or equipment). If support is awarded in cash (via BACS into the student's bank account) copies of receipts will need to be submitted to the school once the item has been purchased.

For the discretionary bursary, the amount paid will depend on the number of successful applications received. The application deadline is **Wednesday 30th September 2021**. All claims received will be assessed after this date and support awarded as the funding allows.

Receipt of a payment is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behaviour and progress in your studies. Payments may be delayed or withheld if you fail to meet the agreed standards.

Support awarded in cash can only be made by BACS directly into your bank account.

Data Protection Act 1998: The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

You must complete and return this application form to:

Helen O'Connell
Finance Office
Vandyke Upper School
Vandyke Road
Leighton Buzzard
Beds
LU7 3DY

If you have any questions, please contact Helen O'Connell:

Email: [oconnellh@vandyke.cbeds.co.uk](mailto:connellh@vandyke.cbeds.co.uk)

Direct line: 01525 636717

SECTION A – APPLICATION FOR THE FULL BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is:

Criteria	Tick as applicable
Young person in care	
Care leaver	
Young person receiving Income Support or Universal Credit*	
Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments)*	

Evidence to include should be:

- For young person in care or care leaver – a letter of support from your local council
- For young person receiving income support or disabled young person (receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments) – relevant documentation demonstrating entitlement.

*From 2013 there is the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance. Where applicable, these benefits will be taken into consideration in place of those listed.

Please provide original documents. These will be returned to you.

Details of evidence provided:

Please provide details of the items you would like to apply for funding for.

Details of funding applied for:	
Items:	Cost:

Student's Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	

Declaration of student:

- I confirm that I am eligible to receive the full bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will submit receipts for items purchased with funds received
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

SECTION B – APPLICATION FOR THE DISCRETIONARY BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of:

Criteria	Tick as applicable
Income support or Universal Credit	
Income based Jobseeker's Allowance	
Support from the National Asylum Support Service	
Child Tax Credit and have an annual income that does not exceed £16,190	
Guarantee element of State Pension Credit	
Income related Employment and Support Allowance or Universal Credit	

Or, I as a student:

Criteria	Tick as applicable
Am in receipt of Free School Meals	
Have a long term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support, Income based Jobseeker's Allowance, Support from the National Asylum Support Service, Child Tax Credit, Guarantee element of State Pension Credit or Income related Employment and Support Allowance – relevant documentation showing proof of entitlement.
- For free school meals – normally no proof will be required as we will already have the necessary documentation.
- For a long term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.

Please provide original documents. These will be copied and returned to you.

Details of evidence provided:

Please provide details of the items you would like to apply for funding for.

Details of funding applied for:	
Items:	Cost:

Student's Bank/Building Society Account Details:

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Bank Name	

Declaration of student:

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will submit receipts for items purchased with funds received
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: _____ Date: _____

Declaration of parent (if in receipt of a qualifying benefit):

- I confirm that I am in receipt of the qualifying benefit according to the criteria selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Name of parent: _____

Signature of parent: _____

Date: _____