

UVHS Sixth Form Bursary

Financial support is available to provide help with the cost of meals, transport, books or other course-related costs or to support specific vulnerable groups. Eligibility includes total household income of £23,000 or below; in care/care leavers; students living independently in receipt of income support; students with disabilities.

If your application is successful, you will be required to submit receipts and/or requests for financial support signed off by the Head of Sixth Form to obtain funding which will be paid directly into your bank account.

Payments will be made only on the basis of full attendance, good timekeeping, satisfactory behaviour and satisfactory completion of work.

1. Mainstream bursaries are available to young people aged 16 to 19 in Key stage 5 study.
2. In addition, students in the following nominated vulnerable groups: young people in care, care leavers and those in receipt of Income Support or Employment and Support Allowance AND Disability Living Allowance may be eligible for additional support.
3. Applications for one off support will be considered at any time.
4. All awards are subject to sufficient funding being available to the School from The Department for Education and or Local Authority.
5. You must provide all the information requested for your application to be processed.
6. Once your application form and evidence have been received, your application will be assessed, and you will be notified of the outcome. Your attendance at school can also affect whether or not you receive financial support.
7. If you are going to be absent you must report this to school by telephone on 01229 483900 and you must provide evidence of your appointment on your return i.e. appointment card/letters for Doctor/Dental/Hospital visits. These must be handed in to the Head of Sixth Form.
8. Awards may be delayed if more information/evidence is required. Applications without sufficient information or evidence will be rejected.
9. To qualify for the Bursary a minimum of 12 hours study per week is required

Appeals against non-qualification for support

If a student's application has not been processed to their satisfaction, they can appeal in writing to the Head Teacher, whose decision is final.

Appeals against non-payment

If applicants are not satisfied with the decision to withhold or defer payment, they should take the following steps:

1. Appeals should be in writing to the Head of Sixth Form together with any supporting evidence.
2. The Head of Sixth Form will review the information and give a decision.
3. If the appeal is rejected, a committee of Pastoral Team members (at least 3 not including the Head of Sixth Form first involved- who will be present to give a report) will consider the case and report their decision in writing within ten working days of receiving the appeal. The applicant may present their case in person.
4. If this appeal is rejected, applicants should send a copy of their case to the Head Teacher. The Head Teacher will ask the Pastoral Team for the paperwork and the reasons for their decision.
5. Head Teacher's decision is final.

APPLICATION FORM BURSARY – 16-19 YEAR OLDS

You should read the Bursary Notes (enclosed) before completing this form. You must provide all the information requested for your application to be processed.

Your household income must be **£23,000 OR BELOW TO APPLY** this includes certain benefits.

Full name		
Address		
Postcode		
Telephone no	Home:	Mobile:
Date of birth		Age:
Email address		

Please answer all the questions below:	Yes	No
Do you live independently?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are you in care or have you recently left care?	<input type="checkbox"/>	<input type="checkbox"/>
Are you being supervised by a Youth Offender or Probation Team?	<input type="checkbox"/>	<input type="checkbox"/>
Are you Homeless?	<input type="checkbox"/>	<input type="checkbox"/>

Who do you live with? Tick where relevant, **(please be aware we will make checks to verify the following)**

Homeless	<input type="checkbox"/>	On your own	<input type="checkbox"/>	With parents	<input type="checkbox"/>	With spouse/partner	<input type="checkbox"/>
Other	<input type="checkbox"/>	Please give details					

INCOME

Your combined household income must be £23,000 or below.

If you live with your parents/guardian/carer/spouse/partner we need full details of the household income and can only make an assessment once all evidence has been supplied. If the evidence requested below is not supplied then your application WILL NOT be assessed.

Type of Income	Amount per week/month/year £	Type of Evidence to be Supplied
Income Support		Letter of award or entry on bank statement
Universal Credit		Award notice only
ESA (Employment Support Allowance)/Disability Living Allowance/Universal Credit/Personal Independence		Award notice only
Working Tax Credits/Child Tax Credits		Award notice only
JSA (Job Seekers Allowance)		Letter of award, or bank statement
Maintenance/Child Support (not child benefit)		Letter of proof, or bank statement
Housing Benefit		Letter of proof, or bank statement
Wage – Parents/Guardian/Partner/Spouse		4 weeks' pay slips or bank statement
Other – please state		
Total Income		

NB. We will normally request to see a month's worth of recent bank statements from the household's main income earner in support of your application.

I confirm that the information I have provided on this application is true as far as I am aware.

Signed.....Date.....

Please return completed forms and evidence to the Head of Sixth Form rra@uvhs.uk

For office use only

Assessed by.....Date

Decision.....

BURSARY FINANCIAL ASSISTANCE REQUEST FORM

Please complete as required for each request for financial support once your eligibility for the bursary has been confirmed. You must supply receipts with this form to obtain a refund.

NB. The school may make a contribution rather than pay the full cost even if you qualify.

Full Name.....

Type of support	Cost	Type of Support	Cost
Clothing/Meals		Travel	
Exam Fees/University Trips/Entrance Test Fees		Books or Equipment	
Educational Visits		Other – Please specify	
Please explain why you need this support:			

BANK ACCOUNT DETAILS (must be in the applicant’s name ONLY)

Name of Account Holder (as shown on statement)			
Account Number		Sort Code	
Name/Address of Bank			

Request approved by Head of Sixth Form (sign/date)

