

## Checklist

Use this Checklist to make sure that you have completed the application process correctly.

Do you qualify for a Bursary?	
Have you got an application form?	
Have you filled in every part of the form correctly and signed it?	
Has the head of your household completed the financial assessment part of the form and signed it (Discretionary Bursaries only)?	
Do you have the proof to support your application?	
Do you have your own bank account?	
Have you returned your application form to School?	

## Other Information

We hope that you have found this leaflet useful and that it has answered any questions you might have. If you need further information, the following link from the Department for Education may be of help:

<https://www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide>.

Alternatively you can contact Hayley Bradley at School: telephone 01609 772932 or email [finance@thedalesschool.org](mailto:finance@thedalesschool.org) or the Post 16 Team at Harrogate who should be able to answer any questions you might have and assist you with your application. Post 16 Team at Harrogate: [Post16@northyorks.gov.uk](mailto:Post16@northyorks.gov.uk) or telephone 01609 534953.

**Please be assured that all the information you provide is treated in the strictest confidence. It is ONLY used to confirm eligibility for a Bursary.**

**If you have any concerns please feel free to discuss them with School.**



## 16-19 Bursary Fund 2020/21

### What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is money the Government has given to local authorities, schools, colleges and other education and training providers (education institutions) to give to students who need financial help to stay in education. A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.

There are 2 types of 16-19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups
- discretionary bursaries that institutions award to meet individual needs. For example: trips, essential books; equipment or specialist clothing.

### Would I qualify for a Vulnerable Bursary?

In order to receive a Vulnerable Bursary you need to meet one of the following criteria:

- if you are in care; or
- have recently left local authority care; or
- receiving Income Support or Universal Credit because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or
- receiving Disability Living Allowance or Personal Independence Payments in your own right **as well as** Employment and Support Allowance or Universal Credit in your own right.

## Would I qualify for a Discretionary Bursary?

In order to receive a Discretionary Bursary you need to meet one of the following criteria:

- if you are entitled to a free school meal or you have a sibling who has a free school meal; or
- have a parent or carer in receipt of any of the following benefits: income support; tax credits; universal credits; or
- if your household income, i.e. your parents/carers earnings are less than £30,000 a year?

## Would I need to prove that I qualify for a Bursary? Yes

For a Vulnerable Bursary, if you are either in care or a care leaver we do not need you to prove you qualify but if you are receiving Income Support or Universal Credit we need to see a copy of your Income Support or UC award notice. Or if you are receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit, we need to see a copy of your UC award and evidence of receipt of DLA/PP must also be provided.

For a Discretionary Bursary, the head of your household will need to let us see either a recent letter confirming payment of the benefit(s) or proof of income i.e. a P60. If you are entitled to a free school meal you do not need to do anything more.

If you are not sure whether you qualify, please refer to the **Other Information** section at the back of this leaflet.

## I think that I qualify for a Bursary, how do I apply?

You will need to complete an application form. All applicants need to provide a photocopy of any evidence at the time of submitting. Failure to do so may delay the processing of the application.

If you are applying for a Discretionary Bursary, the head of your household will need to complete the financial assessment part of the application.

You should hand your completed application form and any proof of benefits or income to the School office who will check that you qualify for a Bursary. The School will let you know if your application has been successful.

## How is the Bursary paid?

The Vulnerable Bursary will be paid into your (student's) bank account. We cannot pay your Bursary in cash or into someone else's bank account unless they look after your finances with/for you.

Your bursary will be paid each week during term time providing that you are still attending school and that we do not have any concerns about your behaviour whilst in school.

## What happens if I leave the School?

If you leave the school and do not plan to return your Bursary will stop from the date you leave. If you move to another school or college, you can apply to them for a Bursary. You should tell your new school/college that you have received a Bursary whilst at your old school. Your new school/college will take the Bursary you have received so far during the year into account when calculating how much Bursary they will award you.

## What do I do next?

If you think that you qualify for a Bursary, you should complete an application form - available from the School Office. Please ensure that you complete the form accurately and with all of the information required. Any missing information will delay your application. Please pay attention to the details of the bank account that you want the Bursary paying into. If you do not already have your own bank account, you should explore opening one for your Bursary to be paid into if your application is successful. We cannot make payments directly into Post Office accounts.