



Ark 6th Form East Sussex

16-18 Bursary Fund

Now that the Education Maintenance Allowance has ended, The Young People's Learning Agency (YPLA) have organised a new financial scheme which will be run and administered by Ark 6th Form. It is to support learners facing genuine financial barriers and whose families have an income below £30,000.

PURCHASE DETAILS

The Award will not be paid as a lump sum. Students should submit their orders to the 6th form office clearly outlining the item they wish to purchase along with the name of the Company. An order form is attached to this application for your convenience. This will then be sent to the Executive Principal for approval. **If you withdraw from your course we reserve the right to reclaim any award given.**

Students will be monitored and expected to have 100% for attendance, performance and effort in compliance with Ark 6th Form's attendance and behaviour policies.

Discretionary Support - for students whose family income is less than £30,000, there will be a range of individual support packages to help cover the cost of:

- Essential textbooks extended learning texts.
- Art/Photography/textiles materials.
- Course-related trips.
- Travel to HE interviews and Open Days.
- Essential uniform.
- Special equipment.
- Exams re-sit fees.
- Lap tops
- Other expenses may be considered on application.

All discretionary support applications must be accompanied by the relevant evidence of income, for example:

- **Income Support or Universal Credit Payment.**
- **Income-based Jobseeker's Allowance or Employment and Support Allowance.**
- **Working Family Tax Credit letter of notification.**
- **Evidence of entitlement to Free School Meals.**
- **Wage slips / self-employed accounts**

Entitlement to make the qualification is not a guarantee of funding; our allocated funds are limited, so support will be awarded to students who demonstrate greatest need.

Applications received after 1st October 2018 will not be considered.



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Application Forms:

Application for Financial Assistance 16-18 Bursary Fund 2018/19

First Name:	Surname:
Address:	
Postcode:	
Home Tel No:	Mobile:
Date of Birth:	Age:
Course subjects:	

Discretionary Bursary Fund

Please tick	About you	Evidence of Income: Please supply one type of evidence of your parents' income from the list below:
	I live with my parent/ guardian(s) and their income is £30,000 or less	The last 3 months payslips P60 2018 Tax Return Letter from Job CentrePlus dated within 3 months of start of course JSA/ESA Evidence Form Tax Credit Award notice for 2018/19
	Other – please describe:	



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Declaration

- I certify the information I have given in this application is true and accurate.
- I will tell Ark 6th Form of any change to my address or contact details.
- I understand that my application may take up to 3 weeks from the deadline date.
- I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate.
- I have read and understand this declaration.

Signature of Applicant:	Date:
Signature of Parent/Guardian:	Date:

Checklist:

- Have you completed all sections of this form in full?
- Have you signed the Declaration
- If you are in care or are leaving care, have you attached your letter from the Local Authority or your support worker?
- Have you enclosed photocopied evidence of your household income or income-related benefit?

Ark 6th Form takes fraud seriously and will take action if it is found that a claim for assistance has been made fraudulently.

Please return this application form with all supporting evidence to **Donna Howell** in the **Ark 6th Form Office**.