

## 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 Sixth Form. It is to support learners facing genuine financial barriers and whose families have an income below **£25,000**.

To be eligible for financial support students must be under 19 on **31 August 2014** and qualify under one of the categories below:

1. "Vulnerable" Learners as defined by the YPLA:

- Children in Care.
- Care Leavers .
- Young People in receipt of Income Support and living independently. Also, those in receipt of a Universal Credit Payment in their own name.
- Disabled young people in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance. Also, those in receipt of a Personal Independence Payment in their own name.

The Award will not be paid as a lump sum. Students can expect it to be paid as a mixture of instalments or in kind. 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 Sixth Form's attendance and behaviour policies. The bursaries will be reviewed each term.

2. Discretionary Support - for students whose family income is less than £25,000, 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.
- Criminal Record (CRB) checks.
- Exam re-sit fees.
- Other expenses may be considered on application.

Please note: some large items of equipment will be lent to Bursary Fund recipients under the scheme, for their use whilst studying at ARK Sixth Form.

### Childcare

16-19 year old parents are eligible for £160 per week towards the cost of childcare whilst at College. Please apply to Care to Learn (Tel: 0800 121 8989).



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.

Students will be monitored and expected to have 100% for attendance, performance and effort in compliance with College's attendance and behaviour policies. The bursaries will be reviewed each term. 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.

Deadline for receiving applications:

**Friday 17th October 2014**

Applications received after this date may not be considered.

Application Forms:

Application forms are available on request from ARK Sixth Form offices and on our website.

Appeals procedure:

*If you wish to appeal against a decision, please do so in writing to the Assistant Principal, Helenswood Academy for female students and the Assistant Principal, Ark William Parker Academy for male students.*

## Application for Financial Assistance 16-18 Bursary Fund 2014/15

First Name:	Surname:
Address:	
Postcode:	
Home Tel No:	Mobile:
Date of Birth:	Age on 31 Aug 2014:
Course subjects:	
Have you received any financial support from any other College/6th form for a course starting Sept 2014 onwards?  YES / NO	
If YES, please give College/6th form name and amount:	

### Section 1: Guaranteed Bursary (£1200 per year)

Please tick	About you	Evidence Required (please supply photocopies)
	I am in care or leaving care	A letter from the Local Authority or your support worker to confirm your current or previous looked-after status
	I am in receipt of Income Support or Universal Credit Payment	Your most recent Income Support letter dated within 3 months of the start of course
	I am in receipt of ESA and Disability Living Allowance or a Personal Independence payment	Your most recent DLA letter and evidence of receipt of ESA dated within 3 months of the start of course

Turn to Section 3 to provide your bank details.

You may also apply for an award from the Discretionary Bursary Fund if you need support with your course costs.

## Section 2: 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 £25,000 or less	The last 3 months payslips P60 2013/14 Tax Return Letter from Job CentrePlus dated within 3 months of start of course JSA/ESA Evidence Form Tax Credit Award notice for 2014/15
	Other – please describe:	

### Section 2a: Local Authority Travel Grants

You should apply to your Local Authority for support with travel if: you are 16-18 on 31 August 2014 and you or your family are in receipt of an income-related benefit or your income is less than £16,190 per annum and you live more than three miles from the College. Please contact your Local Authority for further information.

Have you applied to the Local Authority for help with travel costs?

Yes  No

If you have been refused help from the Local Authority, please enclose a copy of the letter with this application.

**Section 2b: One-off Awards**

One-off awards are available for:

- Books.
- CRB Check.
- ICT and software for specific courses.
- Equipment / Materials / Uniform.
- Art / Photography materials.
- Travel to Higher Education interviews / Open Days.
- Compulsory Educational Visits.
- Exam re-sit fees.

Please note: some large items of equipment will be lent to Bursary Fund recipients under the scheme, for their use whilst studying at ARK Sixth Form

All of the above will be paid for by the College on behalf of the student.

**Childcare**

16–19 year old parents are eligible for £160 per week towards the cost of childcare whilst at College. Please apply to Care to Learn (Tel: 0800 121 8989)

**Section 3: Bank details (for ALL Bursary Applications)**

(Please note that the bank account must be in the name of the student making the application.)

Full Name of Account Holder:

Name of Bank/Building Society:

Branch Name:

Sort Code:

Account Number:

Roll Number:

If you have given details of a building society account, enter the roll or reference number if applicable. Enter this exactly as it appears on your statement/passbook including any hyphens (-) or slashes (/) that are shown as part of the number.

#### Section 4: Declaration

- I certify the information I have given in this application is true and accurate.
- It is my responsibility to inform the ARK Sixth Form Team if I withdraw from my course. In this case, I understand that I may be required to repay some or all of any award made.
- I understand that if my attendance or behaviour is below a satisfactory standard, my award may be stopped.
- I understand that if my application for financial assistance is unsuccessful or successful in part, it remains my responsibility to pay all outstanding fees related to my study at ARK Sixth Form.
- I will tell ARK Sixth Form of any change to my address or contact details.
- I understand that my application may take up to 6 weeks from the beginning of term to process.
- 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 in Section 4?
- 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?
- Have you completed the questionnaire on the back page?

ARK Sixth 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 to the ARK Sixth Form Office at Helenswood Academy.

## Section 5: Help us to improve our service

Please help us to improve our service by completing the following questions:

1 How did you find out about the Bursary Fund?

- Leaflet / letter sent to home address
- College Website
- Family / friend
- Tutor
- Prospectus
- Other

2 How easy did you find this application form to understand and complete?

- Very easy       Quite easy       Quite hard       Very Hard

3 Do you have any suggestions on how we can improve this application form?

4 What other information would you like to see on this form?