

Dear Parent/Carers and Students.

**16-19 Bursaries**

The 16-19 bursary is available for eligible students studying in Sixth From. Applications may be made at any time in the academic year, once they have attended Sixth Form for six weeks. There are two types of 16-19 bursaries; a vulnerable bursary, and a discretionary bursary. To be eligible to receive either of these bursaries you must be aged over 16 and under 19 at 31st August 2021.

Should you qualify, you will need to apply by completing the Bursary Application Form and provide supporting evidence. Please read all the details below carefully to check eligibility. Applications will be treated confidentially. Photocopies of documents will be taken and shared securely. Original documents will be returned as soon as possible.

Where possible payments will be made in ‘kind’, E.g. stationary, equipment etc. will be purchased on your behalf.

The requirements for the bursaries are:

**Vulnerable bursary**

If students fulfil the criteria for the vulnerable bursary, students will not be awarded the amount of support they need to participate on an assessment of the types of costs they have, and may not be automatically awarded £1,200. The actual need for financial support will need to be justified.

Bursaries of £1200 will be issues to students who are:

* Young person in care
* Young care leaves
* Young person in receipt of income support or the equivalent universal credit in your own right
* In receipt of Personal Independence Payments (PIP) **and** Employment Support Allowance (ESA) or Universal Credit as a replacement for ESA in your own right

Universal Credit payments and Employment Support Allowance must be claimed by the student, not their parents/carers.

Supporting evidence will be required such as:

* A letter from the Department for Work and Pension (DWP) setting out the benefit to which the young person is entitled
* Written confirmation from the Local Authority of the young person’s current or previous looked after status, or provides you with other leaving care services

**Discretionary bursary**

The discretionary bursary award is for student facing financial barriers to participationin education, such as the costs of transport, books and equipment. Students in receipt of Free School Meals, may also be eligible for support with travel to university interviews. The actual need for financial support will need to be justified. The bursary may be awarded to young people in the following categories:

* Students who have a household income of less than £18,000
* Students who are registered for Free School Meals
* Students who are economically disadvantaged (such as those from families on a low income through receipt of benefits)
* Students who parents/carers are in receipt of Universal Credit

Supporting evidence will be required such as:

* Confirmation from the Local Authority of Free School Meals registration
* Evidence of the relevant Credit/Allowance/Grant (if supplying Universal Credit as evidence please supply 3 months’ worth of evidence)
* Written confirmation of Young Adult Carer status.
* Bank statements cover 3 to 6 months.
* P60
* Last 3 month’s pay slips to show an average quarterly income

Where students are eligible to access the discretionary bursary, equipment etc will be purchased on their behalf. Where students are needing support with travel, students will need to produce their bus tickets fortnightly by the Tuesday so that they can be reimbursed for their full day’s attendance. Students cannot claim for days where they have not attended all of their timetabled sessions. Flexibility will be applied for any students that go home ill during the day, for one off instances of illness. In some cases, it may be more appropriate that the student purchases a term rider pass, and then are refunded for this. Where this is appropriate, for the amount to be refunded for the next term, attendance for the previous term would need to have been 95%. Students that have an household income of £16,190 or below, will have access to an additional £100 a year that can be used to support students in engaging in university visits, trips or events.

Your applications should state in detail the level of support that you require, e.g. title of books that need purchasing, or the amount a bus fare costs.

Students that are eligible for bursary will be provided with stationary equipment throughout the year. When they need this refilled, they just need to ask a member of the Sixth Form Leadership Team to top it up.

Eligible students must be 16 on 1st September and be under 19 on 31st August in the academic year in which they start their programme of study. If a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever comes sooner.

Complete the application for will not automatically entitle you to support from the bursary fund. The 16-19 Bursary is awarded according to individual need. If you do receive a bursary, you must inform Newton Abbot College if your circumstance changes during the year, and that you no longer need financial support.

If a bursary is paid for the academic year 2021/2022, there is no guarantee of a bursary for the academic year 2022/2023. Each year requires a new application.

Bursary application can be made by submitting an application form, available from Sixth Form Reception, a member of the Sixth Form Leadership Team or the college website. Applicants will need to attend a meeting with Mrs Doulin to discuss their application. You will then receive a letter confirming if the application has been successful or not, and the amount you will receive if it has been successful.

If you need any further assistance, then please do not hesitate to contact Sixth Form Reception, or a member of the Sixth Form Leadership Team.

Yours Sincerely

Sixth Form Leadership Team