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Wymondham High 16-19 Bursary Guidance 2017-18

- You can apply for the Bursary at any time.
- Applications should be completed and handed into the Finance Office or the Sixth Form Office.
- Priority will be given to applications received before **Friday 29th September 2017**. No decisions regarding the bursary will be made before this date. Any applications received after this date can only be considered if there is funding still available, it is therefore recommended that if you think you are eligible you apply before the date above. Much better late than never though.
- Applications for assistance for funding with transport or trips run by the academy will be paid for you before the trip if you get your application in at the start of the year. If you don't, the money can be paid back to you.
- Applications for assistance with the cost of meals will be added to the students' cashless catering account.
- Proper receipts must be provided with the application for any expenditure already made on uniform/textbooks or any other qualifying item.
- There is no entitlement to the maximum amount of the bursary for learners in level 2, 3 & 4. We will fund you up to the figures below depending on your circumstances, the funding available and the number of applications received.
- Level 2, 3 and 4 funding can be linked to attendance and behaviour.
- Please return all applications to Mr Sandall so he can check them and pass them on to the finance team.

Level 1– The government has announced that some students will be entitled to a grant or bursary of £1200 this year. You could get this if you are in one of the following categories

- You are living in care, or have recently stopped living in care
- You, the learner, are receiving Income Support
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance.

Level 2– You could receive up to £600 if:

- You have a gross annual household income of less than £20,000 OR
- You are in receipt of Free School Meals or have been in the last 6 years OR
- The school receives Pupil Premium funding for you OR
- Your household is in receipt of other income based means tested benefits

Level 3– You could receive up to £300 if:

- You have a gross annual household income between £20,000 and £25,000 OR
- You have a gross annual household income between £25,000 and £30,000
- and have 2 or more siblings in full time education. OR
- You have an identified Special Education Need and are on the school's SEN register. OR
- You have an identifiable need (change in family situation, employment status of guardians, etc) and do not fall into Levels 1 or 2 above

Level 4– You could receive up to £150 if:

- You have a gross annual household income between £25,000 and £30,000



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Learners applying for levels 2 and 3 will need to make 2 separate applications to the bursary. The initial application can be for up to half of the total for which a learner can apply and should have been submitted by 28th September 2017. Please note that there is no guarantee that a learner will receive the maximum amount. The second application can be submitted between Wednesday 3rd January 2018 and Friday 30th March 2018. This application must be accompanied by receipts to support the spending of the initial award as a minimum plus any other expenditure to support the new application. Second round applications received before 3rd January will not be actioned until after the 30th March.

Bursary funding can be used for the following purposes: -

Cost of transport (including the use of the school mini-bus), essential course equipment, revision guides, meals in school, course related trips, uniform or other school resources, travel to university open days, UCAS fee, financial support towards childcare costs and exam re-sit fees (Some of these may be provided in kind, rather than in monetary form). ICT equipment can be funded but the equipment will be owned by the school, lent to you for the duration of the course. It will need to be returned. School ICT policy must be followed when using it.

It is recommended that you check with your teachers for any planned school trips during the academic year.

The ideal example of proof of income is your family's most recent Tax Credit letter for 2017-18 (**You must include ALL pages even if they are blank and could hold up your application without it**). If you were a Wymondham High Academy student before starting Sixth Form and received Free School Meals, we will have this on file. We also have on file if the school receives pupil premium funding for you. Alternatives could be:

- Certified letter from Norfolk County Council regarding Free School Meals
- Certified letter from the DWP
- P60 (additional evidence will also be required)
- Self-employment Income evidence
- Other means tested certification

Once an award has been made, you will be informed in writing.

Payment of the initial award will be made once they have been approved

To apply for the second stage of the bursary please complete the correct form. Receipts should be submitted with the accompanying form listing and totalling the evidence you are providing. It is not acceptable to only complete the covering form – evidence must be provided except where expenditure is with the academy directly. If evidence is not supplied then an application to the second stage of the bursary will not be considered. Receipts submitted without the covering form correctly completed will be returned to the learner.

Payment of the second stage of the award will be made by 6th April 2018. Applications received after 6th April will be paid later than this date and will be dependent on funds available.

Mr P Jordan
Strategic Business



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PART 1 INITIAL APPLICATION
Wymondham High 16-19 Bursary Application Form 2017-18

Prior to completing this form please read through the guidance attached. **Proof of eligibility must be included when the form is returned** to the Sixth Form Office or the Finance Office. The form should be handed in by **29th September 2017** (Applications received after this date will only be considered if funding is still available)

Learner Details

Surname		First Names	
Form		Date of Birth	
Address			
Postcode			
Email address			
Home phone		Mobile phone	

Bank or Building Society Details (This must be in the name of the learner)

Name of Account Holder	
Name of Bank	
Branch	
Sort Code (6 digits)	
Account Number (8 digits)	
Roll number (building society)	

Parent/Carer Details

Surname		First Names	
National Insurance Number		Date of Birth	
Address			
Postcode			
Email address			
Home phone		Mobile phone	
Annual Household Income	(Evidence must be attached)		

I confirm that the details are true and accurate. I understand that, to continue to receive funding, I **must** maintain good levels of effort and behaviour & a minimum of 85% attendance

Signed (Learner)		Date	
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I confirm that the details on this form are true and accurate to the best of my knowledge

Signed (Parent/Carer)		Date	
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This application for assistance from the 16-19 Bursary fund is made at the following level:
(Please only complete the section relevant to the level of your application)

Level 1 – please indicate criteria

- I am living in care
- I have recently stopped living in care
- I am in receipt of Income Support
- I am disabled and receive both Employment Support Allowance and Disability Living Allowance

Level 2 –

- My Gross household income is below £20,000
- I am in receipt of free school meals or have been in the past 6 years
- The school receives pupil premium for you
- My household is in receipt of other means tested benefits

Level 3 –

- My gross household income is between £20,000 and £25,000
- My gross household income is between £25,000 and £30,000 and have 2 or more siblings in full time education
- I have an identifiable special educational need and am on the schools SEN register
- I have another identifiable financial need (please explain below)

Level 4 –

- My gross household income is between £25,000 and £30,000

I attach to this form the following pieces of evidence to support my application (please specify below, see guidance for examples)

I am studying the subjects listed below

I wish to apply for support towards: (You must be specific about costs to be eligible for funding)

Specific need (e.g. Trip)	Subject (if relates to specific course)	Amount applied for
	Total:	£

Declaration by applicant (Student)

- I will be able to provide receipts for the above.
- I certify that the details on this application and the evidence provided are true and accurate and understand that where the Academy offers to provide these items 'in kind' I am not able to request a monetary alternative.
- I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund, or return equipment/books purchased on my behalf.

Signed (Learner)		Date	
Signed (Parent/Carer)		Date	



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PART 2 FORM
Wymondham High 16-19 Bursary Application Form 2017-18
Application for further funding (Level 2 only) –
DO NOT SUBMIT THIS FORM WITH THE INITIAL APPLICATION

Please complete this form and hand in to the Finance Office or Sixth Form Office after 3rd January 2017 but before 30th March 2018. Applications received after this date will be considered providing funding is available. You **MUST** submit receipts or evidence of expenditure for at least the amount of the initial award plus any other expenditure incurred.

Learner Details

Surname		First Names	
Form		Signed (Learner)	

I wish to apply for support towards: (You must be specific about costs to be eligible for funding)

Specific need (e.g. Trip)	Subject (if relates to specific course)	Amount applied for
Total:		£

Learner evidence of Expenditure

Date	Supplier	Details	Amount
Total			£

For office use only

Date form received in Finance Office		Are receipts attached to support form?	Yes / No
If No, what action taken?			
Are receipts sufficient to account for bursary payment already made?		Next payment authorised by Strategic Business Director	