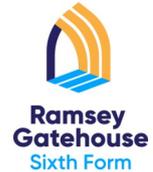


Ramsey Gatehouse Sixth Form 16—19 Bursary Fund

Information for Students



The Government has set aside some money for young people who need financial support to stay in further education or training. This is called the 16 - 19 Bursary Fund. This fund is to help students with education-related costs that may arise during the school year, including essentials like a meal during the day or transport to college. It might also provide you with extra help to buy books, clothing or equipment for your course, or pay for educational visits.

Each school, college or training provider receives an individual allocation of these funds for the academic year from the Education Funding Agency. Once these funds have been awarded to eligible students there is no guarantee that further monies will be available to support learners who subsequently submit an application.

The 16 – 19 Bursary Fund has two elements:

Vulnerable Student Bursary - You could receive up to £2000 if you

are in local authority care, or have recently left local authority care; or receive Income Support, or Universal Credit, in your own name; or

are disabled and receive both Employment Support Allowance (ESA) and Disability Living Allowance, or Personal Independence Payments in your own name.

Discretionary Bursary - Providers may use their discretion to make an award to you in ways that best meet your needs as a student, if you meet their criteria.

Am I eligible?

To be eligible you must be at least 16 years old and under 19 years old at the start of the academic year, 31st August. You must also be taking part in full-time or part-time further education, or training, however please note it will not be paid to young people on waged apprenticeships. If you are on an Access to Apprenticeship Programme, or if you are an unwaged Apprentice you can apply for assistance through your training provider.

Who will the bursary be paid to?

- 1. Vulnerable Student Bursary** is payable to those students who meet the eligibility criteria for this bursary as described previously;
- 2. Discretionary Bursary** is payable to students who
 - a) Are eligible to receive a Free School Meal or
 - b) Have a household income is below £24,000 or
 - c) Have been affected by a sudden, exceptional change in financial circumstances.

How much will I receive?

If your application is approved as a Vulnerable Student Bursary you will receive a payment of up to £2000 in the academic year 2023 – 2024, payable in **3** equal instalments paid termly.

If your application is approved as a Discretionary Bursary you could receive a payment of between £300 - £1200, in the academic year 2023 – 2024, payable in **3** equal instalments.

The amount you will receive will be determined by your individual circumstances and the requirements of the course you are studying.

All payments made under the scheme will be subject to meeting the attendance and behaviour requirements set out in the Bursary Agreement. This will be given to you if your application is successful and must be signed before any payments are made. Full details of these requirements can be obtained directly from your provider.

Ramsey Gatehouse Sixth Form 16—19 Bursary Fund

Information for Students



Applications for the 16 – 19 Bursary can be submitted at the start of September but it is important to recognise that there is a limited amount of funding available. Therefore all applications are subject to the availability of funding at the time of your application.

Applications will not be considered once all funds have been distributed.

How will the bursary be paid?

The bursary awarded to you will be paid on a termly basis directly into a bank account in your name.

All bursary payments will be subject to you meeting the attendance and behaviour standards set out in the Bursary Agreement.

How do I apply?

If having read this guidance you believe you are eligible for a payment under the 16 – 19 Bursary Fund, please complete the **16 – 19 Bursary Fund application form**. The application form must be completed as follows and posted to Ramsey Gatehouse and marked for the attention of Mrs Norman, Sixth Form Office:

Section 1 Applicant's Details

This section must be completed in full with the student's details including your email address for the notification of payment

Section 2 Eligibility Priority

This section must be completed, select the category which applies to your circumstances

Section 3 Supporting statements

Write a statement outlining how you would use the bursary to support your studies.

Section 4 Bank Details

The bursary is paid directly to the student so complete this section with your bank details

Section 5 Applicant's Declaration

The applicant must read, sign and date this section

How will I know if my application has been successful?

If your application has been successful you will be notified in writing showing how much you have been awarded and outlining the payment schedule.

Application Deadline

Completed applications need to be submitted by **before the 30th September**. However late applications will be considered under Category 4: exceptional change in financial circumstances.

What happens if my application is unsuccessful?

You have the right to appeal against the decision. You must submit your written appeal request within 10 working days of receiving the decision letter sent to you. Your appeal will be considered by the Head of Sixth Form.

Ramsey Gatehouse Sixth Form 16—19 Bursary Fund

Information for Students



Her decision will be final and no further appeal will be considered beyond this point. You will be notified in writing within 15 working days of the outcome of your appeal.

Your appeal must be addressed to:

Further Information and assistance

If you require any further information or wish to discuss your application, please contact:

Head of Sixth Form
Ramsey Gatehouse Sixth Form
Abbey Road
Ramsey
Huntingdon
Cambridgeshire
PE26 1DG

Mrs V Norman
Sixth Form Manager
Ramsey Gatehouse Sixth Form
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