

Guidance for completing the 16-19 Bursary Funding Application

The 16-19 Bursary is awarded to eligible students to assist them in covering expenses incurred in order to attend Durham Sixth Form Centre; such as travel costs or to buy resources needed in their courses. The payment of the Bursary award is subject to DfES guidance and Durham Sixth Form Centre's Bursary Policy. These can be accessed here:-

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

<https://www.durhamsixthformcentre.org.uk/student-finance/>

The guidance below will help you complete the application form and identify which Bursary you may be eligible to apply for.

Bursary payments are only made if students' attendance and behaviour meet the required standard and they remain at Durham Sixth Form Centre. If your attendance falls below 90% your payment may be reduced.

1. Student Details

Eligibility Criteria for all Bursaries

Students must be aged 16 or over, but under 19 as at 31st August 2023

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP)

Students aged 16 or under are only eligible to receive a discretionary bursary in exceptional circumstances; where a student is following an accelerated study programme

Students must be an ordinary UK Resident or have a legal right to be resident in the UK

2. Bursary Type

There are two types of 16-19 Bursaries:

A Vulnerable Pupil Bursary

Students who meet the criteria, and who have a financial need, can apply for a Bursary for Vulnerable groups. The defined groups reflect that these students are likely to require additional support to participate in Education. The award should not be automatically awarded in total, but based on an assessment of the types of costs they have.

The maximum Bursary Award is £1200 per Academic Year

Students who qualify for the Vulnerable Pupil Bursary cannot claim the Top-up Bursary

Below is a list of the eligibility criteria for the Vulnerable Pupil Bursary and the evidence required in order to make a successful claim.

Vulnerable Group Bursary Criteria:

- Students in care
- Students leaving care
- Unaccompanied asylum seeking children
- A student receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves, or themselves and someone who is dependent on them, such as a child or partner
- A student receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Evidence required

Written confirmation of current or previous looked-after status from the relevant local authority

A copy of the award notice clearly stating the claim is in the student's name

A copy of the claim award from DWP & ESA Statement or UC Statement

Bursary Awards are based on the individual student's need; to a maximum of £1200

**Complete Sections
1, 2, 3, 4 & 6**

| | | | |
|----------|--|---|---|
| B | Discretionary Bursary | | |
| | There are two types of Discretionary Bursary; but Students can only apply for one type: | | |
| i. | Free School Meal | | |
| | Year 12 Students: Students entitled to receive Free School Meals their previous school should still qualify this year. This data will be sent directly to Durham Sixth Form Centre from their previous school. | | |
| | Year 13 Students: Students entitled to Free School Meals last year will still be entitled to them this year. | | |
| | Year 14 Students: Students entitled to receive Free School Meals, continuing from Year 13 will still be entitled to FSM this year. Students entitled to Free School Meals in their previous school should still qualify for them this year, their previous school will send us this data. | | |
| | Students who already receive Free School Meals do not need to provide any further evidence. | | |
| | The maximum Bursary Award is £765 per Academic year | | Complete Sections 1, 2, 3, 4, 5 & 6 |
| | If your household circumstances have changed since last year you can apply for Free School Meals and provide supporting evidence. If you don't qualify for FSM we will automatically look at your eligibility for the Travel contribution Bursary. | | |
| | The maximum Bursary Award is £765 per Academic year | | Complete Sections 1, 2, 3, 4, 5, 6 & 7 |
| ii | Travel Contribution | | |
| | Students can apply for the Travel Contribution if:- | | |
| | You are an only child in a household with a total taxable income of £28,500 per year or less | | |
| | You have siblings aged 16 or less in a household with a total taxable income of £30,000 per year or less | | |
| | You have a sibling who also attends Durham Sixth Form Centre in a household with a total taxable income of £31,500 per year or less | | |
| | Bursary Awards are based on the distance from Home to School | | Complete Sections 1, 2, 3, 4, 5 & 6 |
| | - this is established using AA Route Planner and the bursary values are detailed below | | |
| | ZONE 1 | 0.00 – 2.99 miles | £420 per Academic Year £140 per term |
| | ZONE 2 | 3.00 – 4.99 miles | £510 per Academic Year £170 per term |
| | ZONE 3 | 5.00 – 9.99 miles | £540 per Academic Year £180 per term |
| | ZONE 4 | 10.00 miles plus | £600 per Academic Year £200 per term |
| | Evidence | <i>You must provide evidence or the application cannot be processed</i> | |
| | The following list show examples of the evidence you can provide of total taxable household income. You will need to provide evidence of taxable income for all members of your household over 19 years of age. Evidence can be submitted in person, or via email to: finance@durhamsixthformcentre.org.uk | | |
| | <ul style="list-style-type: none"> - P60's for the whole household & Child Tax Credit Statement - 3 months of Wage slips for whole household & Child Tax Credit Statement - Self Employed Earnings (official tax return) APR23 & Child Tax Credit Statement - Full Working Tax Credit Award Notice 2023/24 - 3x monthly Universal Credit Awards showing all allowances and deductions - Other Benefits / Pension (award Letter) & Child Tax Credit Statement | | |
| | For Sole Parents or Carers: Please provide a copy of your Council Tax Bill to evidence you are a single Householder | | |