



Salesian College

Enlightening minds, uplifting hearts

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Application for an Award from the Bursary Fund 2023/24

Please read the information on this page carefully. If you do not understand any of the points, please contact Mrs Bullock at Salesian College, Highfield Road.

The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. Bursary funds are to be used to help pay for the costs related to participation in full-time education, such as the costs of transport, equipment, books, travel, trips and visits. Some payments may be applied for, of an ad hoc nature, to cover expensive school trips etc. but each will be looked at on an individual basis. However, if you do encounter financial hardship over the time that your son/daughter attends Salesian, please do contact the College as we may be able to provide some financial assistance.

Please note that bursary awards made may be "in-kind" (ie. in the form of a travel card, direct payment for a trip, provision of equipment etc.) However, should it be most appropriate to reimburse a student directly, all payments will be made directly into the student's own active bank account via a BACS payment **so the student must have an active bank account.**

Payment will be monthly in arrears. Payment may be withheld if you do not comply with the College's expectations on:

- Behaviour
- Performance
- Attendance

There are two types of Bursary. Students must be over 16 but under 19 as of 31st August 2023 to be eligible, and meet the ESFA's residency requirements in both cases.

Bursary for students in defined vulnerable groups

The following nominated groups are eligible to receive a bursary of up to £1,200 a year:

- Students in care, including unaccompanied asylum-seeking students.
- Students who are care leavers.
- Students in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- Disabled students in receipt of both Employment Support Allowance or Universal Credit, and Disability Living Allowance or Personal Independence Payments, in their own right.

Discretionary Bursary

The discretionary bursaries are for young people facing financial barriers to participation in education. The level of support which the College can offer is dependent on the total funding received from the ESFA and the numbers of applications it receives. The level of support offered may vary during the academic year and is dependent on the amount of funds available. On the basis of the College's ESFA funding allocation for 2023/24, students who have family earnings* of less than £25,000 *may be* eligible to receive some financial support from the bursary fund. *This is allocated on a needs and means tested basis.*

*your total household income, as evidenced by your Tax Credit Award Notice 2022/2023.

APPLICATION FOR AN AWARD FROM THE BURSARY FUND 2023/24

Please complete all the details in full. If you do not provide the information requested your application will not be considered.

SECTION 1 – Student Details

First Names.....Surname.....

Address.....

.....Post Code.....

Home Telephone.....Mobile Phone.....

Date of Birth.....Age at 31/08/21.....

SECTION 2 – What Type of Bursary Award are you applying for?

Vulnerable Group Bursary [] Please go to Section 3
Discretionary Bursary [] Please go to Section 4

SECTION 3 – About You

Are you?

- A student in care []
- A student who is a care leaver []
- A student in receipt of Income Support []
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance []

SECTION 4 – Your Living Arrangements

Section 4A: Do you live with at least one of your parent(s)/carer(s)?

Yes – please complete Section 4B below and then go to Section 5

No – please tell us your living arrangements below and then go to Section 5

Section 4B: About your parent(s)/carers(s)

Name	Relationship to Applicant	Occupation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 5 – Evidence

All information provided in this Section will remain confidential. **Evidence of your eligibility for the Vulnerable Bursary and for the Discretionary Bursary must be sent with this application.**

Qualifying Documentary Evidence for Vulnerable Bursary

- Statement from the Local Authority confirming the student's current looked after status.
- Recent Entitlement or Award Statement in the student's own name setting out the benefits to which the student is entitled.

Qualifying Documentary Evidence for Discretionary Bursary

- Income Support or Universal Tax Credit
- Income Based Jobseeker's Allowance
- Child Tax Credit / Guaranteed Pension Credit
- Income Related Employment Support Allowance

In most cases, the last 3 months of your Universal Credit Award Notice should be sufficient for the Discretionary Bursary. In the absence of a tax credit notice please refer to other forms of evidence as listed above. We may request further evidence from you.

Please enter the amount you consider your household income to be in the box below, together with any other information we should know. Please attach paper evidence to your application. Photocopies of evidence should be provided as documents *will not* be returned.

Income Support

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the last 3 months (including the first page with your name and address details on).

Income Based Jobseeker's Allowance

Please supply all pages of a letter showing the breakdown of Jobseeker's Allowance dated within last 3 months (to include the first page with your name and address details on and the page that states that your Jobseeker's Allowance is Income Based).

Child Tax Credit / Pension Credit (income less than £20,000)

Please supply a copy of your Inland Revenue tax credit award notice for the 23/24 financial year (TC602) or a copy of your M1000 Pension Credit Award Notice (dated within the last 3 months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit.

Income Related Employment Support Allowance

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous 3 months (including the first page with your name and address details on).

P60 and/or Self-Assessment Tax Calculation

Please supply the P60 for tax-year 22/23 or Self-Assessment Tax Calculation Form (SA302)

SECTION 6 – Support Required

We know it is difficult to know in advance what you will need financial support with and we will work with your subjects to work out what textbooks, trips and resources you will need.

Please itemise what help you will need support with

Item	Why do you require this?	Approx Amount Required (£/yr)
Travel Costs		
Study Resources		
IT Equipment		
Clothing		
Curriculum Trips		

Were you in receipt of Free School Meals in Year 11?

Y/N

Any other information

Please enter any other information you may feel relevant to support this application. This may include specific circumstances, number of dependents, distance from College or anything you feel important to tell us about.

Please attach paper evidence to your application, only if applicable. Photocopies of evidence should be provided as documents *will not* be returned.

Data Protection Statement

In accordance with the EU General Data Protection Regulation (GDPR) the data in this form will be processed on the legal basis of Public Task. The data the school holds will be the minimum it requires to process your application and this will be destroyed after 6 years of the student leaving the College

SECTION 7 – Declaration

- I/We attach evidence of eligibility for a Nominated/Discretionary Bursary
- I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We will inform the College if there is a change to family earnings which affects eligibility for the Bursary Fund.
- I/We understand that payments may be withheld if I do not comply with the College expectations regarding Behaviour, Performance and Attendance or if I am absent for a period of 4 continuous weeks.
- I/We understand that relevant information regarding my application may be shared with other agencies such as the ESFA funding body.
- I/We understand that any monies paid out may be reclaimed if I leave College before I have completed my studies.
- I/We understand that any bursary awarded only covers the 23/24 Academic Year and a new application will be required for any future years.

Signed (Student).....

Date.....

Signed (Parent/Carer).....

Date.....

Your completed application form, together with evidence of eligibility, should be returned to: **Mrs Bullock, College Manager, Salesian College, Highfield Road, Chertsey, KT16 8BX.**

Applications should be received by **Thursday 14^h September 2023 to receive payment by end September 2023.**

Applications made after this date will be accepted but payment of any bursary awarded will be delayed.

Adhoc bursary requests can be made during the 23/24 Academic Year using this form. If you intend to make an in-year application, please contact Mrs Bullock directly

SECTION 8 – Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

Please note for security reasons this page will be detached from your application form and be retained by our Finance Department

Student Name

Bank Name (e.g. Barclays)

Branch Location (e.g. Egham High St.)

Name of Account Holder (e.g. Mr J Bloggs)

Sort Code

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Account Number

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Roll Number

(if you have a building society account)

Student Signature

SECTION 9 – For School Use only

Application

Date application received	
Student meets eligibility criteria	Y/N
Sufficient evidence provided?	Y/N
Bursary Approved	Y/N

Details of Approved Bursary

Type of Bursary Awarded	Vulnerable Group / Discretionary
Value Awarded	£
Items to be purchased / Monies paid	
First Payment Date	
Approved by (Head of College)	
Approved Date	
Notes	