



BLESSED THOMAS HOLFORD  
Catholic College Sixth Form  
Educating Tomorrow's Leaders

# Blessed Thomas Holford Catholic College Sixth Form

## Bursary Application

Please complete before handing in

Student name: \_\_\_\_\_

For office use only:

Received Date: \_\_\_\_\_ Student Form Group: \_\_\_\_\_

**Please complete all sections of this form and return to Ms. Kate Worsley (Business Manager), Sixth Form second floor office.**

**Once we have received your form, you will receive an acknowledgment letter from the College, if you have not received this within 2 weeks of handing in the form please contact Ms. Kate Worsley on 0161 911 8090**



## **Bursary Policy**

### **Introduction**

The 16-19 Bursary Fund was introduced by the Government as a replacement for the previous EMA scheme (Education Maintenance Allowance). From September 2011, the Bursary aims to support students within the Sixth Form to meet the needs of young people facing the greatest financial barriers to participation, targeting those most in need.

### **Aim for the Bursary**

The aim of the Bursary is to remove barriers to learning; therefore, monies will be spent on items such as:

- Travel expenses, e.g., bus passes
- Internet connection at home, by providing an internet dongle
- Supplying study guides and books
- Providing financial support for any academic trips and activities

The money will be allocated as necessary and on items that are essential to that individual student, these will not necessarily be the same items or amount for all students.

### **Who is eligible to receive the Bursary?**

- A young person from age 16 and under 19 on 31 August in the academic year in which they start their programme of study. They must have been living in the UK for at least 3 years (or provide written confirmation that they satisfy the government's residency criteria, if not already help by BTHCC) and must be able to provide sufficient evidence to support the application.

#### **1. Nominated Bursary**

This bursary is £1,200 a year and is paid weekly. It will be awarded to:

- Young people in care
- Care leavers
- Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents)
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance



## 2. Discretionary Bursary

This bursary is available to Blessed Thomas Holford Catholic College Sixth Form students not eligible for the Nominated Bursary who live in a household whose family income is £16,190 per annum or less and whose parents/carers are in receipt of any of the following:

- Income Support
- Income Based Job Seekers Allowance
- Income related employment and support allowance
- Part 6 of the immigration and asylum act
- Incapacity Allowance
- Guaranteed pension credit (if student lives with a carer who is not of working age)
- Any young person *could* receive a bursary, as long as they attend provision that is:
  - Publicly funded; and
  - Subject to inspection by a public body that assures quality (e.g. Ofsted)

### How will the Bursary be spent?

- The Head of Sixth Form along with the Business Manager will determine the students most in need of additional support based upon documentation provided
- There will be a review of the students' circumstances throughout each academic year to identify anyone who might become eligible during an academic year and a proportion of the fund will be set aside for this eventuality

### Monitoring spending

- The Bursary spending will be monitored by the Business Manager and will be overseen by the Head of Sixth Form
- A record of all spending will be kept, providing evidence of how the money was spent and which students the money has supported

### Bursary payments:

- Bursary money is linked to attendance, punctuality and conduct and payment will be stopped immediately if:
  - a) a student's attendance reaches 80% or below and/or
  - b) a student accrues 20 lates to Sixth Form in one academic year and/or
  - c) a student accrues 20 Conduct Point including for late/poor quality work in one academic year



**PLEASE COMPLETE THIS FORM IN CAPITALS AND BLACK INK**

**Section 1: Personal Information.**

Student Surname		Forename			
Date of Birth		Age		Nationality	
Secondary School					
Have you been resident in the UK/EEA for the last 3 years?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you an Asylum Seeker?				YES <input type="checkbox"/>	NO <input type="checkbox"/>
Home Address					
				Postcode	
Telephone		Student Mobile			
		Student Email Address			

**Section 2: Household Details**

**Please tick appropriate box. Who do you live with?**

Mother and Father <input type="checkbox"/>	Mother Only <input type="checkbox"/>	Father Only <input type="checkbox"/>
Mother and Mother's Partner <input type="checkbox"/>	Father and Father's Partner <input type="checkbox"/>	Grandparent(s), No parents live with us <input type="checkbox"/>
I live Independently <input type="checkbox"/>	Children's Residential Home/Foster Care <input type="checkbox"/>	With Sibling(s), No Parent's live with us <input type="checkbox"/>
Other (please give details <input type="checkbox"/>  		



### Section 3: Bursary Categories and Circumstances

Please indicate which category you fall into below:

		Please Tick	Evidence required
A	Are you a Looked After Child (in care)	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from your social worker
B	Are you a Care Leaver?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from your social worker
C	Do you live independently and receive Income Support/Universal Credit in your own right?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from DWP
D	Are you registered Disabled and in receipt of BOTH Employment Support Allowance AND Disability Living Allowance/Personal Independence Payments?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from DWP
E	Were you in receipt of Free School Meals in when in Year 11?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from Local Authority
F	Is your total household annual income below £16,190?	YES <input type="checkbox"/> NO <input type="checkbox"/>	T.C.A.N (Tax Credits Award Notice)
<p>If 'YES', please complete the following details:</p> <p>What is the gross annual household income? £ <input type="text"/></p>			
G	Are you a registered Carer for a relative?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Letter from Local Authority
H	Do not fall into any of the above categories but are currently facing significant financial hardship? (NOTE: If yes, you must provide further details in the Additional Information Section Below)	YES <input type="checkbox"/> NO <input type="checkbox"/>	



**ADDITIONAL INFORMATION (IF YOU HAVE TICKED 'YES' TO CATEGORY H ABOVE, YOU MUST FILL IN THIS SECTION)**

Please provide details of why you require financial assistance (include estimated costs if known, current household financial circumstances and details of what the college related costs you require assistance with are):

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**Section 4: Evidence**

Please ✓ the relevant box below and staple the **photocopy(ies)** of written evidence (please do not attach original documents) to support your claim to this form.

- ☐ I was in receipt of **Free School Meals in Year 11** and I attach written proof from the Local Authority.
- ☐ I myself receive **Income Support** (or **Universal Credit**) and I attach written evidence from  
Department of Work and Pensions (DWP) of this
- ☐ I am a **Young Person in Care** and I attach written evidence from my social worker.
- ☐ I am a **Care-Leaver** and I attach written evidence from my social worker
- ☐ I am a **disabled young person** who receives Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) and attach written evidence from Department of Work and Pensions (DWP).
- ☐ I live in a household where the **total household income is below £16,190 per year** and attach written evidence from DWP detailing income and benefits/tax credits (Tax Credit Award Notice).



### **Section 5: Bank Details**

Please note, you MUST attach evidence of an account (bank statement) and the name on the account should match the student name on the college system.

Student Name (Forename and Surname)

Full name of Student Account Holder as appears on Bank Statement

Name of Bank/Building Society

Branch

Sort Code

Account Number

Roll Number (if applicable)  
Building Society Accounts only

☐ You must attach a photocopy of a Bank statement for the above account



## SECTION 6 – Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true
2. I undertake to supply any additional information that may be required to support this application
3. I understand that if I refuse to provide information relevant to my claim the application will not be accepted
4. I undertake to inform the College in writing of any change in my circumstances
5. I agree to repay the College immediately and in full if the information I have given is shown to be false or deliberately misleading
6. I am aware that the funding covers only this College year and that I must re-apply next year and that there is no guarantee I will receive funding for future years even if I am eligible for the current year
7. I understand that all Bursary money awarded is linked to attendance, punctuality, work ethic and behaviour and that payment will be stopped immediately if a students' attendance reaches 80% and/or if a student accrues 20 lates in one academic year and/or if a student accrues 20 Conduct Points in one academic year
8. I understand that the Bursary I am applying for must be used in an appropriate manner, consistent with what it has been allocated for. Any misuse of this will be investigated and may result in the Bursary being withdrawn

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent or Carer named above): \_\_\_\_\_ Date: \_\_\_\_\_

Please note: Applications for 2021/22 should be returned by **Friday 17th September 2021**. Late applications will be considered; however, we cannot guarantee that monies will be available.

### For College use only:

Date Received: \_\_\_\_\_

Letter sent in receipt Yes / No

Bursary Approved: Yes / No

Nominated Bursary / Discretionary Bursary

Authorised by: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Notes for unsuccessful applicants:

\_\_\_\_\_