



St Benedict's Sixth Form Post 16 Bursary Application 2025

The 16-19 Bursary Fund is paid by the Education Funding Agency (EFA) to Schools and Colleges so that they may provide financial help to students whose access to or completion of education might be inhibited by financial consideration.

- Students wishing to claim from the 16 – 19 Bursary Fund will fall into two categories.
- Students who believe that they are eligible must apply **by Friday 3rd October_2025**

Vulnerable Student Bursary

Vulnerable students are defined as:

- Young people in care, including unaccompanied asylum-seeking children
- Care leavers
- Young people **personally** in receipt of income support or universal credit
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance

If you believe that you fall into this category of bursary, you could be eligible for a payment of up to £1,200 for the academic year.

(Please complete the appropriate section of the application form.)

Discretionary Student Bursary

Tier A - Household Income less than 20,000– or students who are in receipt of Free School Meals
(If your child claims free school meals then no evidence is required as it will show on the school system)

Evidence required if not on Free School Meals – Copy of your Working Tax Credit annual statement letter 2024/2025 from HMRC or the last 3 Months evidence of Universal Credit award, clearly showing household income.

Tier B – Household income is less than £28.000

Evidence Required: Original Working Tax Credit annual statement letter 2024/2025 from HMRC or the last 3 months of your Universal Credit award, clearly showing household income.
(All pages of each document must be submitted with your application)

Conditions of Funding

Student's attendance, timekeeping and general conduct will be reviewed at pre-set dates throughout the year before any payments are made

Students who are eligible should be aware that the additional financial support they receive in the form of the grant should be used to help offset costs linked to their education, for example: Transport, Books, Additional Course Costs (trips and residential visits).

Students in receipt of this grant funding will not be eligible or granted any further financial support from the school in help towards these costs.

Students will also be required to inform the college of changes in their financial circumstances.

In-Year Applications and the Contingency Fund

Applications made after the deadline will be pro-rata based on the student enrolment date and academic year.

Procedure for Application

The applications will be logged and checked before being passed to the Business Manager at the College. All applications will be considered and each claim and decisions made in accordance with the fund guidelines.

Appeals must be made in writing to the Business Manager within 4 weeks of the panel decisions, explaining clearly what is being appealed and why changing these decisions is thought to be incorrect. An additional meeting of the panel may be called and additional evidence to support the appeal may be required. Please note, the college is bound by the terms and conditions of the grant and can only make awards to those who fully meet the eligibility and who can provide original evidence.

All information supplied will be treated in the strictest confidence throughout the process and all original documentation will be returned once the applications have been verified.

Payments

- Students are only eligible for payments if they are legitimately enrolled and attending as defined by the criteria
- The amount of funding allocated to each student will be paid in instalments (to be confirmed)
- This arrangement is to allow time for students' effort and attendance to be reviewed at the start of every half term, prior to payments being made.

Important Notes

- All payments will be made via **BACS* IN THE NAME OF THE STUDENT**
- We are unable to make payments to anyone other than the student
- **Students should ensure they have a bank account in their own name through which to receive funds**
- If a partial allocation is made, the payments will be related proportionately.

***BACS** stands for Bank Automated Clearing System and means that the payment is made directly into the student's bank account.



Post 16 Bursary Application Form

Please refer to the notes and select one of the options below, student bursary or discretionary student bursary

A. VULNERABLE STUDENT BURSARY

B. DISCRETIONARY STUDENT BURSARY

To allow us to set you up on our BACS automated payment system, please complete the information below.
BANK ACCOUNT MUST BE IN STUDENTS NAME APPLICATION WILL NOT BE ACCEPTED UNTIL THE STUDENT HAS A PERSONAL BANK ACCOUNT OPENED IN THEIR NAME

APPLICANT NAME:	
NAME OF BANK:	BRANCH AND ADDRESS:
SORT CODE: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	ACCOUNT NUMBER (PLEASE PRINT CLEARLY)

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

I also undertake to inform the College of any alteration to any of the particulars in writing. I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should my attendance, general conduct and/or punctuality drop below that which is required and expected, my bursary payments can be significantly reduced, or even fully withdrawn.

I am aware that the funding covers only this academic year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

I have read and agree fully to the terms and conditions of this bursary

I have attached the necessary evidence as required

Student Signature..... Date:

Parent/ Carer signature Date:

We are unable to process applications if the correct evidence has not been provided, please ensure you have done this.

Please return the completed form with the evidence in a sealed envelope