

Hele's School

Post 16 Bursary



Guidance for completing the 16-19 Bursary Fund Application (Category 1 & 2)

PLEASE ENSURE YOU FILL OUT YOUR APPLICATION USING CAPITAL LETTERS AND THAT YOUR WRITING IS CLEAR

Sections in the form

Student Personal Details

Please complete with your details as indicated.

Student Bank or Building Society Details

Please enter details of the account for payment of the bursary using the boxes provided. Please ensure these are clear and correct as this could affect your payments. Enclose a bank statement with the application to confirm the bank details entered.

Application for Bursary

Please select only one category and tick the relevant box.

Category 1

1. Currently in care (as defined by Social services) – evidence of in care status will be required and may be checked with the Local Authority (LA).
2. Leaving or have recently left care – evidence of in care status will be required and may be checked with the Local Authority.
3. If you are in receipt of Income Support in your own name, you will need to provide evidence to the Bursary Committee.
4. A disabled learner in receipt of both Employment Support Allowance and Disability Living Allowance – you will need to provide evidence to the Bursary Committee.

Category 2

Claiming Free School Meals – you can find guidance on the Plymouth City Council website if you wish to apply for free school meals. The guidance is available at the following website address:

<http://www.plymouth.gov.uk/homepage/education/schools/schoolmeals/freemeals.htm>

Please note we will be unable to process your Bursary application until the Free School Meal eligibility has been confirmed. You will still need to submit your application to the Bursary Committee by the deadline date, however payment will be held until the Free School Meal process has been completed.

Use of Bursary Funds

Please tick the appropriate boxes to indicate how you are most likely to use the bursary to support your studies. You may be asked to provide evidence of this at some point in the year, as the fund will be audited.

Bursary Contract

Please read the contract carefully and make sure you understand the links between commitment to your studies, attendance and payment. Please ensure that the form is signed by a parent as well as yourself.

For submission to Post 16 Office

Please hand the application form and all relevant evidence (where requested) to Mrs Gray in the Post 16 Office. All evidence documents need to be **originals**; these will be handed back to you once your application has been approved.

Payment arrangements

- Confirmation that your application has been approved will be sent by email to your school email account. All communication regarding payments will be made via email.
- Your bursary will be paid directly in to your bank account over 10 payments; as outlined on the contract payments, full payment is dependent on high attendance and fulfilment of the Hele's School Post 16 Learning Contract. If full payment is not made you will be notified by letter, via email. Any appeals will need to be made in writing to Mr Stone, Assistant Principal (Director of Post 16).

Payment details

Category 1 Bursary is £1200

Category 2 Bursary up to £800*

For both categories, payments will be made 10 times a year, each month in arrears. The first payment will be made in October and will relate to attendance/commitment during September. The final payment will be made in early July, and will relate to attendance/commitment during June.

*The Bursary is a limited fund and the final amount payable to each student will depend on the number of applications we receive. We envisage that Category 2 students will receive about £800 over the year.

Deadline for Applications

Please return the completed application form and all original documentation (supporting evidence) as necessary, to Mrs Gray in the Post 16 Office by Friday 21st September 2018.

If your circumstances change during the year please contact Mr Farmer to discuss how this affects your eligibility for the bursary.