

Hele's School

Post 16 Bursary



Guidance for completing the 16-19 Bursary Fund Application (Category 3&4)

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.

Supporting Evidence Required

Category 3

- **Disability Living Allowance**

If you are a student in receipt of DLA please ensure you attach the relevant original DLA evidence to your application.

- **Household income below £24,000**

Please ensure that when attaching evidence that all pages of the evidence are included, unless specified otherwise. Please only attach original evidence. This will be returned to you once your application has been processed.

Category 4

Supporting letter to be included, as detailed on application form.

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.

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

The Bursary is a limited fund and the final amount payable to each student will depend on the number of applications we receive. Category 1 and Category 2 applications will be processed as priority, and remaining funds will be used to support Category 3 applications (up to a maximum of £350 over the year) and Category 4 applicants. Category 4 applicants are advised to request specific items/ costs to be covered, up to a total cost of £75. There will be limited funds available to support these applications.

Category 3 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.

Category 4 payments will be made as a one off payment for a specific cause, and evidence of purchase or similar will be required.

Deadline for Applications

For Category 3 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.

We are happy to receive Exceptional Circumstances Category 4 applications throughout the academic year, and will endeavour to hold funds in reserve to support students in this category. Category 4 applications will not be approved prior to October, when our allocations will be clear.

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