



Queen Elizabeth's School

Sixth Form

Application Form for 16-19 Bursary 2023/24

(Any incomplete or illegible application forms will not be considered)

Name:	Date of Birth:	Tutor Group:
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Please Tick which of the following applies to you:

1: GUARANTEED AWARD	
For students in Care, Care Leavers, students in receipt of Universal Credit and students with a PIP who are also in receipt of Universal Credit – automatic eligibility	
2: DISCRETIONARY AWARD	
Eligibility for discretionary bursaries is based on annual household income (verified by a copy of either Tax Credits forms, a P60 or 3 to 6 months worth of bank statements or receipt of free school meals)	
Band 1 – In receipt of free school meals	
Band 2 – annual household income below £16,000	
Band 3 – annual household income below £30,000	
3: EXTREME CIRCUMSTANCES	

FOR ALL DISCRETIONARY BURSARIES PLEASE COMPLETE DETAILS BELOW EXPLAINING WHAT YOU REQUIRE THE MONEY FOR, PLEASE SUPPLY AS MUCH DETAIL AND EVIDENCE AS POSSIBLE.

Expense	Details/Reason	Amount Requested
Books and Equipment for Courses (please specify)		£
Transport costs to and from school (please specify)		£
Essential course trips		£
Interviews and Open Days		£
Other costs (please specify)		£
TOTAL AMOUNT REQUESTED		£

THE DEADLINE FOR BURSARY APPLICATIONS IS TWO WEEKS AFTER THE START OF AUTUMN TERM.
AFTER THIS DATE, ONLY EMERGENCY APPLICATIONS WILL BE ACCEPTED.

Please List A-level/BTEC subjects being studied:

- 1)
- 2)
- 3)

STUDENT BANK ACCOUNT DETAILS

Account in the name of:	
Bank name and address:	
Sort Code:	
Account Number:	

Please provide copies of any documents/letters which prove your care status or which benefits your or your family receives. Please ensure that these are the most recent, complete versions, containing all pages for proof of benefits. Without this information, it will not be possible to process your application to the Bursary Fund. By signing this, you are confirming that the evidence provided is correct.

Signed Student _____

Signed Parent/Carer _____

Parent/Carer (print name) _____

Date _____

Please note your attendance within your subjects will be taken into account when the Bursary payment is allocated

ALL evidence for the Bursary Application included (Please tick the box) <input type="checkbox"/>
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For Office use only:-

Date Received: _____ **Signed:** _____ **Staff initials:** _____

Panel Members: _____

Date Heard: _____

Application Approved: (Yes/No/Partial) _____ **Amount to be given:** _____

Method of payment: _____

Signed: _____

PRINT NAME: _____ **Position:** _____

Queen Elizabeth's School 16-19 Bursary Fund Guidance 2023/24

Types of Support Available

The 16-19 Bursary Fund has two elements:

- **Guaranteed award for vulnerable Learners:** Young People in Care, Care Leavers, and Young People in receipt of a Universal Credit payment and Disabled Young People in receipt of Employment Support allowance who are also in receipt of a Personal Independence Payment will be eligible to receive a bursary of £1200 a year.
- **Discretionary Awards** targeted towards Young People facing financial barriers to participation, such as the cost of transport, books and equipment.

Guaranteed Awards

The most vulnerable Young People will be eligible for a bursary of at least £1200 (pro rata for courses lasting less than 30 weeks a year). The payment method used for this bursary will be in monies paid into the young person's bank account.

Written confirmation of the young person's looked after status or evidence of receipt of the above benefits will be needed to support the payment of a Guaranteed Award.

Discretionary Awards

Due to the limits placed on budgets, in order to have the greatest impact on learners, Discretionary Awards should be targeted at those who are facing the greatest financial hardship.

Priority Group 1 and 2 students. We will aim to meet all transport costs for students in these categories (FSM and household incomes of £16,000 or less) as a funding priority. This is dependent on having adequate Bursary funds allocated to the school to cover all transport costs. If transport costs for students who meet our eligibility criteria exceed the Bursary budget allocation, we will undertake to pay a proportion of transport costs for these students.

The following priority groups should be used to manage applications:

Priority Group 1: Learners in receipt of Free School Meals

Priority Group 2: Learners who may not be in receipt of Free School Meals but who are from a low income family who receive one the following state benefits:

- Income Support
- Income-based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee Element of Pension Credit
- The **maximum** level of Working Tax Credit (WTC)
- Child Tax Credit if it is the **only** benefit received and where annual income, as assessed by the Inland Revenue, does not exceed £16,190.

Evidence of one of these benefits will be required to support applications to the 16-19 Bursary Fund.

Priority Group 3: Learners who are from households with an income below £30,000 per year.

Evidence of Family income will be taken only from official Inland Revenue sources such as a valid tax credits statement.

Satisfying these eligibility criteria cannot guarantee funding to any learner, and QE will consider other factors including the purpose for which funding support is requested and the budget available. Discretionary Awards must only be used to help learners meet costs related to participation in their individual course of study, e.g. transport, books, course trips and equipment, not for unrelated hardship or subsistence issues.

Opening and closing points for applications to the Bursary Fund

Applications for Bursaries will be open in the first two weeks of the Autumn term, subsequently only emergency applications will be accepted. The bursary panel will meet in the week following the deadline to assess applications, and students will be informed in writing of the decision of the panel.