

## Student Guide to 16 to 19 Bursary Fund at Cardinal Newman School

### 1. Overview

If you are age 16 to 19 and studying in the sixth form you could get a bursary to help with education-related costs for example: bus fares, text books, folders, school trips etc. You will need to complete an application form and **your parents will need to supply supporting evidence of income.**

### 2. What you'll get

There are 2 types of 16 to 19 Bursary Higher Award (Mandatory Award) and Discretionary Award (Standard Award):

#### Higher or Mandatory Award

You could get a higher bursary worth if **one** of the following applies to you:

- you're in or recently left local authority care
- you get Income Support or Universal Credit in your name
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

#### Discretionary Bursary (Standard Award)

You will get a Discretionary Bursary if one or more of the following applies to you:

- you receive Free School Meals
- your family income is **£20,000 or less**
- your family income is slightly above £20,000 under special circumstances

### 3. How your Bursary is paid

You will either be paid your bursary direct into your bank account in three separate instalments in November, February and June **OR** be provided with things like a travel pass, free meals or books instead of money. You must bring in receipts for items you buy with your bursary allowance. Bursary can only be used for educational purposes.

### 4. Are there any conditions you have to meet?

Deductions are made if you do not have full attendance, or if your subject grades are lower than target.

### 5. Eligibility

You must:

- be at least 16 and under 19 on 31 August 2022
- meet the residency requirements, we will ask you to provide some evidence of your status. We can explain this for you if you are unsure.

### 6. How to claim

Complete an application form and hand it in to your tutor or Mrs. Pears. Application forms are available from your tutor, the sixth form team or from the display in the Sixth form Common Room. If you are unsure whether or not you should apply please see Mrs Pears in the front office.

### 7. When to apply

**Applications with supporting evidence should be handed in to Mrs Pears by Monday 18<sup>th</sup> October 2021.** However, we may accept applications in exceptional circumstances at other times. If you find that your family circumstances change and family income is lowered see your tutor or Mrs Pears to see if you could get a Bursary Award.