



Guide to 16-19 Bursary

☰ Stondale Crescent Liverpool L11 9DQ ☎ Tele: 0151-546-6360

St John Bosco Arts College 16 to 19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

Nominated Bursary

This bursary is £1,200 a year and is paid termly. It will be awarded to:

- 🏆 Young people aged 16 and 17 in care
- 🏆 Care leavers aged 16, 17 and 18
- 🏆 Young people aged 16, 17 and 18 who are in receipt of income support (for example, young people who are living independently of their parents; those whose parents have died and teenage parents)
- 🏆 Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

Discretionary Bursary

This bursary is available to St John Bosco students not eligible for the full nominated Bursary who live in a household whose family income is £16,190 per annum or less and whose parent or carers are in receipt of any of the following:

- 🏆 Income Support
- 🏆 Income-based Job Seekers Allowance
- 🏆 Income-related Employment and Support Allowance
- 🏆 Support under Part VI of the Immigration and Asylum Act 1999
- 🏆 The guaranteed element of State Pension Credit
- 🏆 Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- 🏆 Working Tax Credit 'Run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

The level of support which the School can offer is dependent on the total funding received from the Young Peoples Learning Agency (YPLA) and the number of applications it received and the level of funding may vary during the academic year depending on future applications. Payments will be made to students each term.





Additional Help

Under **exceptional** circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be required). Applications for additional help will be considered on an individual basis and are dependent upon available funds.

Payment Conditions

All bursary payments will be directly linked to attendance, behaviour and performance. All bursary payments will be paid directly into a student's bank account, dated to be advised. Eligible students must be under 19 on 31 August 2011.

Appeals

The school will use its established complaints procedures if there is an appeal.



Application Form

ST JOHN BOSCO ARTS COLLEGE 16-19 Bursary

NB This form must be completed by the student applying for the bursary funding.

SECTION 1 – Student Details (Please print details and complete in **Black** ink)

First Name:	Surname:
Date of Birth:	Home Telephone No.
Email:	Mobile No.

SECTION 2 – Nominated Bursary (£1,200 per annum). Please tick the box that applies to you:

- I am living in care.
- I am a care leaver.
- I am in receipt of income support.
- I am in receipt of Employment Support Allowance and also in receipt of Disability Allowance.

SECTION 3 – Discretionary Bursary. I am a student who permanently lives in a household whose parents/carers receive one of the following. (Please tick the appropriate box)

Name of Person receiving benefit	Income Support	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

Please note: If you are not in one of the above categories you must provide proof of family income



Section 3 Continued

Financial Assessment – Income To be completed by the person(s) responsible for the household bills.

Name of person receiving income:	Are you employed	
1.	Yes/No	If yes, please submit P60 or Working Tax Credit Award Certification – or other Inland Revenue acceptable proof
2.	Yes/No	If yes, please submit P60 or Working Tax Credit Award Certification – or other Inland Revenue acceptable proof

SECTION 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring to the Finance Office. Please tick the ones you are providing

Types of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2011-12 or last payslip in March 2012 (month 12) or Working Tax Credit Award Notice marked 2011-2012	
Income Support	Entitlement/Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement/Award letter – dated within the last 3 months	
Any other benefit	Entitlement/Award letter – dated within the last	
Working Tax Credit	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (FULL AWARDS NOTICE)	
Child Tax Credit	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (FULL AWARDS NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter – dated within the last 3 months	
Any Other Income	Relevant paperwork	

SECTION 5 – Student Bank Account Details



Bank Name (e.g. NatWest)

Branch Location (e.g. Carlisle)

Name of Account Holder

Sort Code

--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--

Roll Number (Building Society Account)

SECTION 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application.



SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. 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 support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the School of any change in my circumstances in writing. I agree to repay the School in full immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

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

Signed (Student):

Date:

Signed (Parent/Carer named above):

Date:

For School Use Only:

Date Received:

Bursary Approved: Yes or No

Nominated Bursary or Discretionary Bursary

Authorised By: Date:

First payment made – date:

Additional Notes: