



Plume College
16-19 Bursary Fund Application



Prior to completing this form please read the guidance on Financial Support Information at the back of this document. **Proof of entitlement will be required to allow the processing of this form.**

LEARNER DETAILS (to be completed by the student)

Surname/Family Name: First Names:

Address: Learning Group:

..... Date of Birth:

..... Email address:

..... Telephone number:

Postcode: Mobile number:

If you are not living with your parents and you are receiving Income Support (or Universal Credit) and/or Housing Benefit please enclose a letter from the Benefits office showing the weekly amount and how it is worked out.

Do you receive free school meals? Yes ☐ No ☐

BANK OR BUILDING SOCIETY DETAILS (Student bank details)

- All 16-19 Bursary Fund payments will be issued through the BACS direct debit service.
- To receive BACS payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one.
- Please complete the account information below.
-

Name of Account Holder

Name of Bank

Branch

Sort Code

Account Number

Roll Number

I confirm that the details are true and accurate.

Signature (Learner) Date



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PARENT/CARER DETAILS (to be completed by the parent/carer)

Surname/Family Name: First Names:
 Address: Date of Birth:
 Email address:
 Telephone number:
 Mobile number:
 Postcode: National Insurance Number:

FINANCIAL INFORMATION

All household income must be declared

N/A - Must be written if you do not receive this credit/allowance

Please include evidence of how household income is calculated: - (Please tick evidence submitted) ✓

a. Child Tax Credit	<i>per month</i>		
b. Work Tax Credit	<i>per month</i>		
c. Income Support	<i>per month</i>		
d. Housing Allowance	<i>per month</i>		
e. Jobseekers Allowance	<i>per month</i>		
f. Pension Guarantee Credit	<i>per month</i>		
g. Council Tax Benefit	<i>per month</i>		
h. Child Benefits	<i>per month</i>		
i. Income Related Employment & Support Allowance	<i>per month</i>		
j. Maintenance payments	<i>per month</i>		
k. Any other income not previously declared:(please specify)	<i>per month</i>		
l. Basic salary or wages	<i>per month</i>		
m. Total household income	<i>per month</i>		
*Total Annual Household Income ('m' x 12)	<i>per year</i>		

***Household income - Income of all adults living in the property - Step-parents, carers, partners and co-habitees**



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Prior to completing this form please read the guidance on Financial Support Information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of
(please tick one box only):

High Priority

- ☐ For students who are in care, are leaving care, are in direct receipt of Income Support or the equivalent Universal Credit (UC), are disabled and in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA).

Medium Priority

- ☐ For students eligible for Free School Meals with identifiable financial needs.
Applications will not be considered if the following is not completed.
Please state what the identifiable financial needs are here:

Please complete.....

.....

.....

.....

.....

Low Priority

- ☐ For students who can demonstrate considerable identifiable financial need. Please note that this level is a match funded bursary.
Applications will not be considered if the following is not completed
Please state what the identifiable financial needs are. e.g.: **Textbook, title, price, course required for...**

Please complete.....

.....

.....

.....

.....

Please note evidence should be attached to support your application. If no evidence is included the application will be refused automatically. Please ensure you specify the **full details and costs** of essential equipment, books and trips as without this information we cannot accurately assess the level of financial support required. This information should be attached to your application.

Applications will not be pre-checked. Please make sure you have completed all the information required.

I confirm that the details on this application are true and accurate.

Signature: (Parent/Carer) Date:

Please read and sign the declaration overleaf and return this form together with documentary evidence in a sealed envelope to the Plume College Office marked 'Confidential- 16-19 Bursary Funding'.



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DECLARATION BY STUDENT AND PARENT/CARER

- I agree to my application being scrutinised by the College Finance Committee, whose decision is final and not subject to any appeals process.
- I understand that if I do not behave appropriately, fail to adhere to the Plume College Student Agreement and/or have attendance below 90% then my Bursary will be withdrawn without notice.
- I confirm that, for Medium Priority and Low Priority Bursaries, no other income or financial support is available from another household to support the student.
- If I leave the Plume College at any time within **four** weeks of a Bursary being awarded/paid then I will repay the full amount given to me.

I confirm that:

- The information I have given is, to my knowledge true and correct and the Plume College may seek to confirm any details I have given.
- I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.
- **Data Protection Act 1998:** I understand that:
- The data contained on this form will be held on file for seven years and that the Plume College may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the academy.
- I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the *Data Protection Act 1998*.
- The academy has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature:

Date:

Parent signature:

Date:

Completion by School Staff: Name:

Position:

College signature:

Date:



Plume College
Financial Support for Students in 2018/19



The following information applies to students aged 16 to 18 on 31 August 2018 taking a full-time further education course in 2018/19.

£1200 Bursary

The government has announced that some students will be entitled to a grant or bursary of £1200. You could get this if you are in one of the following categories:

- > You are living in care
- > You are a care leaver
- > You are receiving income support or the equivalent Universal Credit (UC)
- > You are disabled and receiving Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA)

If you think you are eligible for this £1200 bursary, please contact **Mrs K Demes, in the College Office**

16-19 Bursary Fund

Is your household income less than £20,000 a year or are you eligible for Free School Meals in College? If so, you could get extra financial support worth hundreds of pounds.

Apply now to the 16-19 Bursary Fund and you could get assistance towards the costs of:
Transport, books, trips, meals, exam re-sits, etc.

Application forms are available from the College Office or you can download one from the Plume Academy web-site

Proof of household income (or income-based benefits) will be required.

This information is subject to final government decision and the details may change.
Updated information, as it becomes available, will be posted on the Plume Academy website.
For the latest information, please visit www.plume.essex.sch.uk



Plume College
16-19 Bursary Fund Policy 2018/19



What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body, the Young People's Learning Agency (YPLA) for 16-18 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The new 16-18 year old bursary scheme has been put in place as a replacement for the Education Maintenance Allowance.

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/18 who are in care, are leaving care, are in direct receipt of Income Support or the equivalent Universal Credit (UC), are disabled and in receipt of Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA).
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/18.
- Students who do not meet the residency qualifications

How does the School assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise applications. The awards will be dependent on excellent behaviour, adherence to the Plume College Student Agreement and good attendance (minimum 90% attendance). Please note that the Plume College has been allocated a fixed sum for this Bursary Scheme and this includes administration costs. There will be three priority groups, categorised as high, medium and low.

Students under the age of 19 on 31/08/18 and who fall into one of the following categories:

High Priority Group

- Young people in care, including unaccompanied asylum-seeking children
- Young care leavers
- Young people receiving Income Support or the equivalent Universal Credit (UC) in their own right.
- Young people receiving Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

Eligible students will be guaranteed a £1200 bursary plus support for other costs such as transport, equipment etc. Payments will be made on a half termly basis (i.e. six times per year)

Medium Priority Group

- The student is eligible for a free school meal
- The student lives in a household where the parent(s)/guardian(s) are in receipt of income support

Eligible students in this group, if they apply to the 16–19 Bursary Fund by 21 September 2018, may be eligible for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc. Please ensure you specify the full details and costs of essential equipment, books and trips as without this information we cannot accurately assess the level of financial support required.
- A possible cash bursary, of at least £100, if aged under 19 on 31 August 2018, dependent on meeting agreed attendance and behaviour expectations as documented in the Student Agreement. This will be subject to availability of funds.
- Financial support towards childcare costs and exam re-sit fees if aged 19 or under on 31/08/18

Financial support is dependent on meeting agreed attendance and behaviour expectations as documented in the Student Agreement. Payments will be made on a half termly basis (i.e. six times per year)

Low Priority Group

- Have a gross annual household income below £20,000 per annum and that no other income is available from another household to support the student.
- Documentary evidence is required to fully support the calculation of your household income including all relevant tax credits and financial support.

Those in the low priority group will be considered for funding based on the school allocation and subject to available funding after those in the high and medium priority groups have been awarded. In some cases awards may not be made until after 31 December 2018. Students in this group may get a **contribution** towards the cost of essential course equipment, uniforms and transport costs (they may also receive a cash bursary if they are under 19 years of age on 31/08/18, if funds permit). **Applications must state what the identifiable need is and evidence provided to support this.** *Payments will be made on as needed basis.*

Financial support is dependent on meeting agreed attendance and behaviour expectations as documented in the Student Agreement.

What can the money be spent on?

The fund is available for the purchase of books, transport, meals or other course-related costs needed to assist young person whilst they remain in education.

If I am in one of the eligible groups what evidence will my school need to see?

If you are receiving income support you can provide a letter from the Department of Work and Pensions setting out the benefit you are entitled to. If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial needs you will need to show documentary evidence as to why you need financial support for the medium and low priority bursaries. Evidence relating to Free School Meal* eligibility and household income will be required.

* Free School Meals criteria – do you qualify?

- Income Support
- income-based Jobseekers 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Advice on bank accounts?

Students aged 16 are able to open a basic bank account, which is offered by 16 members of the British Bankers Association. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Bursary payments can only be made to the student's bank account.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS (electronic bank transfers).
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACS.

How do I apply?

You should apply to the Plume College Office as soon as possible after admission in September but by the following deadlines: 21 September 2018, 18 January 2019 and 10 May 2019. Please use the Application Form attached and remember to include evidence to support your application.

What happens to my application form?

College Finance Committee

Our College Finance Committee will comprise of the Director of College, Finance Manager, College Manager and the Student Achievement and Progress Manager.

The College Finance Committee will sit in September 2018, January 2019 and May 2019 to assess each claim and authorise payments. Payments will be made to students after Panels have met and the regularity of payments will depend on the type of priority group.

High Priority Group	Payments will be made on a half termly basis (i.e. six times per year)
Medium Priority Group	Payments will be made on a half termly basis (i.e. six times per year)
Low Priority Group	Payments will be made on as needed basis.

Applications approved will be monitored and evaluated throughout the year and reports given to the Finance Panel regarding students failing to meet the conditions of the grant. The grant will be withdrawn at any time a student fails to meet the criteria.

Plume College may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payment.

Please note: The bursary payment to schools is a fixed sum and not on a per student basis. Plume College may have to vary the amounts of its bursaries to deal fairly with the numbers of eligible students in College.

If you think you are eligible for bursary funding, please contact **Mrs K Demes, in the College Office.**

June 2018