

Bursary Guidance.

What is a bursary?

It is money the government has given to local authorities, schools, colleges and other education and training providers (institutions) to give to disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education.

Who is eligible?

- Students who are over 16
- Who are under 19 by the 31st August before the academic year in question. If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Those who have been based in the UK for 3 years or more
- who are receiving benefits
- Have a gross total income of £21,000 or less.
- Students who are in full time education at North Oxfordshire Academy will receive funding based on their requirements and a decision will be made based on attendance (97% or above), learning and behaviour around the academy.

Discretionary bursaries.

Discretionary bursaries are awards made by institutions to individual students. They are targeted on overcoming the individual barriers to participation a student faces. They can be for whatever amount is deemed necessary to do this.

It is up to institutions to decide which students will receive a discretionary bursary and how much they will receive. However, they should be targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment. Institutions should not make blanket or flat rate payments to all students

SECTION 1:

We need **all** contact details. Please provide up to date numbers and addresses to reach you or your parental contact.

SECTION 2:

Please tick **one** box.

SECTION 3:

Course details need to include the course title (e.g. AS Psychology or A2 Psychology)

SECTION 4:

If you have answered 'yes' to any of the questions, please provide proof of address as well as any of the following:

- A letter stating that you receive an allowance
- Income Support Statement
- Disability Allowance letter/statement

SECTION 5

Please only select **one** of the Target Groups. The following evidence will need to be provided to support your application.

Target Group 1:

- Income Support Statement/Letter
- JSA statement
- Housing Benefit letter/statement.
- Inland Revenue Letter
- P60's

Target Group 2:

- Most recent Pay slip from employer.
- Letter of employment stating annual income.
- P60's, SF1, SF2 (You can request a statement of earnings from the HMRC)

NB: Bank statements showing funds being deposited without a clear reference will not be accepted.

Target Group 3:

Tick one box and provide details of what you require and this will be taken into account for discretionary bursary.

SECTION 6:

If you require any of the resources, please tick one box. Use the attached spreadsheet document to take down full details of the items you require. Without proof of purchase (if already bought) we can't refund the money.

Books:

Name of book, author, ISBN number, price.

Clothing:

If you have not ordered, yet: Item type, shop, product code, price.

If you have purchased already: Item type, shop, product price and **proof of purchase**

Courses/trips:

Details of the course/open day, dates of when this will be, price and contact details of institution running it.

Travel:

Travel details (bus or train from where/to), price of ticket, duration and ticket type (return, weekly, monthly, quarterly)

e.g. Birmingham to Banbury, £124.00 for a weekly pass, from October 2015- April 2016.

(If this has been purchased in advance, please provide proof of purchase and a photocopy of the ticket)

Further Notes:

Students that apply should be assessed individually and awarded a bursary based on their actual financial need. This assessment should be documented and the evidence obtained to support the amounts being claimed should be retained for audit purposes.

Institutions should:

- assess each student's actual need for financial help before deciding to make an award, and if so how much
- document the assessment, get evidence to support the amounts being claimed and retain it for audit purposes.

Forms should be handed in by the **10th October 2016**. Any forms handed in after this period may not be accepted.

The second round of the bursary will be open in December for the deadline of **30th January**.