

## **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.

The bursary will open 2 times in the academic year: **September and January**. Payments will be made in November and February.

### **Who is eligible?**

- Students who are over 16
- Who are under 19 by the 31<sup>st</sup> 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 (95% or above), learning and behaviour around the academy.

### **Income up to £16,000.**

Those who fall into this bracket can apply to receive up to £500 a year in bursary funding, which will be paid into students accounts every term (5 payments a year).

### **Income £16,190 -£21,000**

Payment will be made to students, if successful, of up to £100 twice a year to cover equipment or travel costs (3 miles or more from academy).

### **Income over £21,000: Discretionary Bursaries**

Students will be considered based on the resources they require and the factors discussed above are adhered to.

Discretionary bursaries are awards made by institutions to individual students who receive income of £21,000. 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

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### **SECTION 1:**

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

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### **SECTION 2:**

Please tick **one** box.

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### **SECTION 3:**

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

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### **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
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### **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.

### 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 **19<sup>th</sup> September 2020**. 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 **29<sup>th</sup> January 2021**