



SIR THOMAS RICH'S SCHOOL

16-19 BURSARY 2024 – 2025

INFORMATION FOR YOUNG PEOPLE

1. What is the 16-19 Bursary Fund?

In March 2011, the Government announced a new 16-19 Bursary Fund scheme to provide financial assistance to those young people who face a financial barrier to continuing in education or training post-16.

2. What is it for?

The 16-19 Bursary is a limited fund made available for supporting eligible young people with the costs of transport, food, books, educational visits or other course materials or equipment essential to successfully completing their programme of study.

3. Who is it for?

The 16-19 Bursary is targeted towards those young people considered most in need of financial support.

The Government has identified a priority group of young people and have asked that Schools offer them a **General Bursary (officially known as the Vulnerable Bursary)**.

Other young people in need of financial support can apply for a **Discretionary Bursary**. The School has set eligibility criteria to ensure the funds go to those who are seen to need it most. Any young person who meets these eligibility criteria can apply for a **Discretionary Bursary** to help with costs of studying.

4. What are the eligibility criteria?

You can apply for a Bursary if you are aged 16, 17 or 18 on 31st August 2024, meet the national residency requirements and at least one of the criteria listed below.

You can apply for a **General Bursary** if you are:

- currently or have previously been looked after by the Local Authority, and/or;
- in receipt of Income Support/Universal Credit in your own right, and/or;
- disabled and in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance.

You can apply for a **Discretionary Bursary** if:

- your gross annual household income does not exceed £28,000.

5. How do I know if I am eligible?

You will need to discuss this with your parent/guardian/carer(s). Mrs Miller, will also be available to discuss any queries about your eligibility for Bursary Funding.

There is also an **Information for Parent/Guardian/Carer(s)** document available on the school website, which may help.

6. How and when do I apply?

To apply, you must complete the **16-19 Bursary Fund Application Form**. The Bursary Fund Application Form is available on the school website, and on request from Mrs Miller. The Bursary Fund Application Form needs to be completed and submitted to Mrs Miller with the correct supporting evidence by **27 September 2024**. (Additional copies are available on the school website and from the Finance Office). For students whose circumstances change during the year later applications will be considered.

You can apply for a Bursary at any point in the year but those applying before the date above will be given priority. Bursaries can only be made after this date if sufficient funds are available. The Bursary scheme will close when the funds allocated have been used.

7. How much is the Bursary?

The **General Bursary** is **up to £1,200** and the **Discretionary Bursary** is dependent on individual circumstances and funds available.

8. How and when does it get paid?

Payments are made by BACS, periodically in arrears and are subject to you meeting attendance, punctuality, satisfactory behaviour conditions and proof the bursary is being used correctly*.

9. How do I find out more?

See the **16-19 Bursary Fund Policy**. This provides further information, including details on eligibility criteria and evidence needed, or you can talk in confidence to Mrs Miller if you have specific questions or need help or assistance in making an application.

Further national information on the 16-19 Bursary Fund can be found on the Department for Education website.

*16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK – extract

'Receipts for expenditure and purchases made with bursary funding form part of the audit and assurance requirements. Receipts are evidence that funding is being used for the reasons it was awarded.'.....'Students could then be asked to provide receipts to the institution at various points in the year (for example).....'