



## **Bursary Fund Application Form 2023 /24**

This completed Application Form and relevant evidence must be handed in within 4 weeks of your start date.  
 If the Application Form and evidence is presented later than that date, payments can only be back dated up to 4 weeks.  
**Please complete the form and bring it together with your supporting evidence.**

Title		Surname		First Name	
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Address	
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	Post Code	
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Phone/Mobile		Your Age		You must be 16, 17 or 18 (i.e. under 19) on 31 <sup>st</sup> August 2023 to apply.
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Have you been resident in the UK for the last 3 years?	Yes		No	
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### **Bursary Criteria**

To qualify you must be aged 16 or over and under 19 on 31<sup>st</sup> August 2023 and meet the EFA's residency criteria. (If you have been a resident in the UK or other EU country for less than three years or do not hold a British passport, please highlight this to the member of staff when handing in your form.) The bursary is paid to enable you to access your education with us and will be paid pro rata for your attendance, and if your behavior meets the required standard.

### **Vulnerable Bursary Criteria**

To qualify you (Student) must fall into one of the categories below and produce the required evidence as stated.

Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes		No	
Care Leaver or currently looked after in care? (evidence required – Letter from Local Authority)	Yes		No	
Disabled student in receipt of Employment Support Allowance, Universal Credit or Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing ESA, UC and/or DLA/PIP)	Yes		No	

### **Discretionary Bursary Criteria**

Your household income is one of the criteria which will help us to assess your application. If your combined **household** income exceeds £27,500 per annum, you will not be eligible for a bursary payment. **(All working occupants of the household)**

Please tick one of the following to show what type of evidence you have provided. **If you cannot provide evidence then we cannot process your application for bursary payments.**

P60 (most recent)		Income Support/Universal Credit (award letter evidence of last 3 months)		Full Tax Credit Award Notice	
Self employed earnings (official tax return)		Other benefits/pension (award letter)		Wage slips (most recent 3 months wage slips)	
Number of dependent children in the household					



## Student Request for Assistance Initial Assessment Form

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you believe you will need during the academic term. The claim forms will be available from Mrs Daley the Finance Director and are to be submitted on the last day of each month, for payments to be made by BACS on the 15<sup>th</sup> of the following month i.e. Septembers' claim to be paid October 15<sup>th</sup>.

This information is strictly confidential and will only be used for this assessment purpose.

	Amount Required	Number of Days
<b>Assistance Requested – please provide details</b>		
Travel (Travel pass, Metro, Train fare for days attended)		
Meals – Please check eligibility for <b>Free School Meals</b> (forms available) before claiming through Bursary (daily allowance to a maximum of £3.00 for days attended, receipts required)		
Appropriate clothing to suit training and placement requirements <b>(Maximum <u>Annual</u> Allowance £200)</b>		
Equipment <b>(Maximum <u>Annual</u> Allowance £80)</b>		
Laptop <b>(Maximum <u>Annual</u> Allowance £700)</b>		
Any other (Attendance on educational visit, books etc) (To be covered in kind by Urmston Grammar directly)		

If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide the information here:

VAT Registration Number: 120 1656 61

**Urmston Grammar School - Headteacher: Mrs R S Wall**  
pride, participation, empathy



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Web site: [www.urmstongrammar.org.uk](http://www.urmstongrammar.org.uk) Fax: 0161 747 2504  
VAT Registration Number: 120 1656 61

## **Bursaries Protocol**

Urmston Grammar will administer the Bursary Fund awarded within the Education Funding Agency's 16-19 Bursary Fund Guidelines. We aim to have a clear and transparent process including an appeals procedure. All recording along with evidence of eligibility will in addition follow Urmston Grammar's procedures/guidelines.

Two types of bursary will be available to young people aged 16-19 who commence their training in the year 2023/24:

- **Vulnerable Bursary**

This category includes young people in care, care leavers, young people in receipt of Income Support/Universal Credit and Disabled young people in receipt of Disability Living Allowance/Universal Credit/Personal Independence Payments and/or Employment Support Allowance who will be eligible to receive a bursary of £1200 per year or pro-rata in the case of short courses. Evidence to support the application will be needed, such as a letter setting out the benefit to which the young person is entitled, or written confirmation of current/previous 'Looked After' status from the relevant Local Authority, or their Leaving Care Review Document.

- In addition, if other barriers are identified, learners assessed as being eligible for the discretionary element can also request financial assistance. This could be for clothing, equipment etc.

- **Discretionary Bursary**

This may be awarded on an identified needs basis and at Urmston Grammar's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

- Applicants must be under 19 on 31 August 2023.
- Household income below £20,000 will be treated as a high priority, household income between £20,000 and £25,000 will be treated with medium priority, households with an income between £25,000 - £30,000 will be treated with low priority. Any household with an income above £30,000 will **not** be eligible for Bursary. All evidence must accompany the application prior to assessment. As each application is individually assessed, there may be some flexibility, e.g. consideration would be given to the number of dependents in a household.
- Based on the information received and if financial hardship is identified, the learner will be provided/reimbursed with:
  - Parentpay contribution toward meal expenditure in the school canteen
  - Re-imbursement of travel costs upon submission of evidence e.g. travel tickets/weekly pass.

In both cases, the young person (Student) will complete an application form and will provide the required evidence as listed above. The application will be processed (upon receipt of the required evidence). If the application is unsuccessful, the young person will be made aware of the outcome in writing.

Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance and behavior, as outlined in the Learning Agreement, which also details clearly any sanctions which may be applied.

Urmston Grammar's Complaint Procedure is in place to cover:

- Queries/disagreements over applications for both the Vulnerable and Discretionary Bursary funds.
- Queries/disagreements over agreed standards of attendance and behavior.



Urmston Grammar, Newton Road, Urmston, Manchester M41 5UG

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Telephone: 0161 748 2875

Web site: [www.urmstongrammar.org.uk](http://www.urmstongrammar.org.uk)

Fax: 0161 747 2504

VAT Registration Number: 120 1656 61

## **Bank Details**

Please provide your bank details below, as printed on your bank card or statement.

Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards 'in kind', e.g. by purchasing any equipment required or providing learners with a travel pass.

<b>Account Name</b>								
<b>Account Number</b>								
<b>Sort Code</b>								

Should my bank details change throughout the course of the year I will inform my provider immediately of the changes to ensure that any payments are made to the correct bank account.

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Student Signature: \_\_\_\_\_