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| **16-19 Bursary Fund Information** | | | | | | | |
| The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation in education. If you face such barriers and meet the criteria you are encouraged to apply for this support by completing the application form attached and returning it to the school along with all the supporting evidence. If you successfully apply for a bursary, you may be eligible to receive support with costs related to: school meals, travel for education purposes, school uniform, essential books and equipment not supplied by the school, field study visits, exam resits and university applications and related expenses.  Incomplete forms will not be processed, and you will not be able to receive funding until this form is fully processed. There are two bursaries available: | | | | | | | |
| **The Discretionary Bursary**  You will need to complete Part A of the Bursary Form and **provide evidence** of all the following:   * Legal right to be resident in the United Kingdom * You are a student within Durham Johnston Sixth Form * Aged 16 or over, but under 19, on 31 August 2023.   In addition you will need to evidence:   * Gross household annual income of less than or equal to £40,000; **or** * That you are in a situation where you are unable to meet your basic needs.   You will need to sign the student declaration. | | **The Independent Bursary**  You will need to complete Parts A and B of the Bursary Form and **provide evidence** that you meet the criteria for The Discretionary Bursary as well as at least one of the following criteria:   * You are in, or you recently left, local authority care * You get Income Support or Universal Credit because you’re financially supporting yourself * You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit * You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit | | | | | |
| Students learn best when their basic needs are met, **if you are ever unable to meet your basic needs, please speak with someone in the Sixth Form Office as you may qualify for The Discretionary Bursary.** The completed form and supporting evidence should be returned to the Sixth Form Office by the end of September in the first instance, **although an application can be made at any point throughout the year should circumstances change.**  The value of financial support awarded to students who qualify for The Independent Bursary will depend on financial need and the level of support needed. Likewise, the level of financial support awarded to students who qualify for The Discretionary Bursary will depend on financial need and the level of support needed, as well as the amount of funding the school is allocated and the number of applicants. The amount awarded for The Discretionary Bursary may therefore be tiered to ensure that the funds are distributed fairly to those most in need.  Receipt of any bursary payment in full is dependent on the student’s standards of attendance and behaviour as set out in the Durham Johnston Sixth Form Student Agreement. Should your attendance fall below 95% the school may adjust your funding accordingly. Should you leave Durham Johnston Sixth Form your funding will stop.  The information that you provide will be relied upon and any false or incomplete information may result in future payments stopping, any incorrectly paid funds being recovered and could result in prosecution.  You will receive an email with the outcome of your application. Bursary payments will be made half termly by cheque. You will need to submit a new bursary application each year of study.  You have the right to appeal to the Head of Sixth Form within seven days of the email detailing the outcome of your application and any appeal must be made via email to [6thformadmin@durhamjohnston.org.uk](mailto:6thformadmin@durhamjohnston.org.uk). If you have any further questions or queries regarding the bursary you should seek support from the Sixth Form Office. | | | | | | | |
| **Bursary Application Form** | | | | | | | | |
| **Part A: Complete for The Discretionary Bursary and The Independent Bursary** | | | | | | | | |
| **Student Details:** | | | | | | | | |
| Student Name: | | | | | | Form: | | |
| Address: | | | | | | | | |
| **Residential Status:** | | | | | | | | |
| Do you have the legal right to be resident in the United Kingdom?  (Further evidence may be required.) | | | | | Yes | | No | |
| Are you an unaccompanied asylum seeker? | | | | | Yes | | No | |
| Do you live in a lone parent household? | | | | | Yes | | No | |
| **Necessary Support: -** Please indicate the support you need and **provide evidence of the cost.** | | | | | | | | |
| **Support Required:** | **Confirmation** | | **Cost** | **Evidence Required** | | | | |
| Travel for education purposes including Young Persons Rail Card |  | |  | Details of travel arrangements for the year including receipt/ticket. | | | | |
| Essential books and equipment **not supplied by the school** |  | |  | Receipts | | | | |
| School meals |  | |  | N/A | | | | |
| School uniform (max £40 per term) |  | |  | N/A | | | | |
| Essential field study visits |  | |  | School letter. | | | | |
| University applications / interview expenses |  | |  | Travel receipts, interview information | | | | |
| Exam resits |  | |  | Details of resit. | | | | |
| **About You: –** Please tick the statements that apply and **attach supporting evidence:** | | | | | | | | |
| **Requirement** | **Confirmation** | | **Typical Evidence Required** | | | | | |
| You are aged 16 or over, but under 19, on 31 August 2023. | ☐ | | Student enrolment details | | | | | |
| You have a gross household annual income of less than or equal to £40,000  Please state your actual gross household annual income below: | ☐  £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Recent P60, Universal Credit Statement or Tax Credit Statement. | | | | | |

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| **Part B: Complete for The Independent Bursary** | | | |
| **Requirement** | **Confirmation** | **Typical Evidence Required** | |
| You are in, or you recently left, local authority care | ☐ | Recent letter from the Local Authority. | |
| You personally get Income Support or Universal Credit because you’re financially supporting yourself | ☐ | Recent IS or UC award letter to you personally. | |
| You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit | ☐ | DLA award letter. | |
| You personally get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit | ☐ | Recent award letter for PIP and recent UC award letter to you personally. | |
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| **Student Declaration: Complete for The Discretionary Bursary and The Independent Bursary** | | | **Confirmation** |
| I have read the 16 – 19 Bursary Fund Information and am making a bursary application in accordance with that information. All information within the application and supporting evidence is correct and complete to the best of my knowledge and belief. | | | ☐ |
| I give consent for the information which I share with the school to be stored in line with the school’s retention guidelines, in accordance with the UK GDPR Data Protection Policy and to be shared with third parties for the sole Purpose of Post 16 Bursary Application. Please refer to the Privacy Notice on the school website for further information. | | | ☐ |
| YOU HAVE THE RIGHT TO WITHDRAW OR PROVIDE ANY CONSENT AT ANY TIME. SHOULD YOU WISH TO DO SO PLEASE EMAIL THE GDPR TEAM: [GDPRTEAM@DURHAMJOHNSTON.ORG.UK](https://durhamjohnston-my.sharepoint.com/personal/c_everett_durhamjohnston_org_uk/Documents/ZDrive_Contents/Sixth%20Form%20Support/Bursary/GDPRTEAM@DURHAMJOHNSTON.ORG.UK) | | | |
| Name: ………………………………………………….. Signed: …………………………………………..  Date: …………………………………….. | | | |