



**HERMITAGE
ACADEMY**

16-19 BURSARY FUND POLICY - 2019/20

Available to all students studying at Hermitage Academy Sixth Form up to the age of 19.

Bursaries are to be used to help overcome financial barriers to the participation in education.

Available Bursaries:

Vulnerable Guaranteed £1200 Bursary

Available to students who are in care; care leavers; those in receipt of income support; and disabled young people in receipt of both Employment Support Allowance **and** Disability Living Allowance. Benefits must be in their own name.

Students who are carers themselves do not qualify for this Bursary.

Discretionary Bursary

To cover course related costs:

- Materials i.e. art equipment, stationery etc
- Course-related protective clothing (sports wear, lab/art coats, safety goggles etc)
- Examination resit fees
- UCAS related activities

available to students whose Total Taxable Family Income is less than

- £25,000 per annum for families in receipt of Child Benefit for one child.
- £26,500 per annum for families in receipt of Child Benefit for more than one child.
- £28,000 per annum for families in receipt of Child Benefit for two or more children attending Hermitage Academy Sixth Form at the same time.

For more information on taxable income go to www.gov.uk/income-tax/taxfree-and-taxable-state-benefits

EVIDENCE OF ELIGIBILITY

Priority will be given to applications from students who, without extra finance, would find it difficult to continue with post-16 education. Students will therefore need to demonstrate the reason for support to be eligible for 16-19 bursaries. In general students must meet one of the following criteria:

- Students who are homeless, in care, recently left care, or young parents or others considered “at risk”.
- Students who are ‘care leavers’ (previously classed as ‘looked after children’).
- Be economically disadvantaged (families on benefit or low income) i.e. Students eligible to receive free school meals.
- Able to demonstrate financial hardship i.e. Total Taxable Family Income is less than the thresholds previously described.

Appropriate Evidence confirming eligibility:

- **Benefits received** – copy of the benefit award letter from HM Revenue & Customs and/or taxable social security benefits from the Job Centre or Social Security Office (all pages to the documents are required) for **2019/20**. Letters appertaining to previous years cannot be accepted.
- **Evidence of Employment**-copy of P60 issued in April **2019** OR 3 most recent payslips. If self-employed a copy of your SA302 form or Tax Credit Award or Accountants letter on headed paper.

CONDITIONS OF PAYMENT

Students who are awarded a Bursary will be expected to meet certain conditions relating to Attendance, Behaviour and completion of the examination year. Students who fail to meet the expected standards may only be paid a percentage of their award or even have their payment withheld until their performance meets expectations. Any student who leaves Hermitage Academy Sixth Form before the end of the examination year will forfeit any remaining unpaid bursary and may be asked to repay any unspent bursary.

PAYMENTS

Payment will be made by BACs to the **students’ own bank** account only.

Discretionary Bursaries

Discretionary Bursaries are paid after Bursary application form has been submitted and approved and on production of purchase receipt and/or completion of Discretion Bursary Award details form (available from the Sixth Form office)

APPEALS

All students have the right to appeal against any decision made in respect to a bursary award or non-award of a bursary. Copies of the appeal process can be obtained on request

Please note: Due to the restriction on funding available, students who are potentially eligible for more than one bursary will only be awarded the bursary of the highest eligible value.

FULL details on the current eligibility, terms and conditions in respect of 16-19 Bursaries are available in the 16-19 Bursary Policy & Guidance Notes 2019/20 which are subject to any changes the Education Funding Agency may make prior to the Academic Year 2019/20. Students should obtain a 16-19 Bursary Application Form from the Sixth Form Administrator or a copy can be downloaded from the Sixth Form area of the Hermitage Academy Website. Completed applications should be returned to the Sixth Form Office together with the relevant evidence no later than Friday 4 October.

Any applications received after this date will only be considered if there are sufficient funds. Completed documentation should be handed into the Sixth Form office.

USEFUL LINKS

The EFA has issued national guidance and a Q&A for Young People and Parents, which should be read in conjunction with this policy and can be found at:

GOV.UK: <https://www.gov.uk/1619-bursary-fund>