

## Hartismere Sixth Form

### 16 – 19 Bursary Guidance



The Government provides a bursary scheme to help some 16-19 year olds in full-time education. The scheme is made up of two parts; a payment of up to £1,200 to a small group of the most vulnerable students and a Discretionary Bursary for schools, colleges and training providers to distribute.

**You may be eligible for the Vulnerable Bursary if at least one of the following applies:**

- you're in or you recently left local authority care
- you get Income Support (IS) 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

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

Details and application forms for both the vulnerable and discretionary bursaries are available from the Sixth Form Office. Eligibility criteria are also shown below. If you believe you may be eligible for the vulnerable bursary you should complete the appropriate application form and return it to Mrs Leeper as soon as possible.

Applications for the discretionary bursary can be made at any time during the academic year when your requirements for financial assistance are fully known. Funds are limited and early applications are advised but we always try to support every student. **It may not be possible to support every application and priority will be given to those students with the highest demonstrated need.**

**To be eligible for the Discretionary Bursary you MUST:**

- a. be a student must be aged 16 or over but under 19 at 31 August 2026 (at the beginning of the academic year).
- b. be an enrolled student on a full time course of study at Hartismere Sixth Form
- c. be able to demonstrate an educational need for items being claimed
- d. have a good level of attendance, progress and behavioural record in accordance with the Hartismere Sixth Form home school agreement
- e. household income is below £32 000 per annum **or**
- g. have emergency/special circumstances affecting your living arrangements/household income

Please note that if you owe money to the school then a bursary may not be paid.

Applicants applying for the Discretionary Bursary can apply for help with the following:

- Books, materials and equipment.
- Field trips and day visits that are a requirement of your study programme or linked to course enrichment that is educational.
- Re-sit exam fees.
- UCAS application fees
- Travel/ or transport costs.
- Costs relating to university open days or university applicant days.
- Costs relating to apprenticeship or degree apprenticeship interviews.

### **Additional help**

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and are dependent upon available funds. Please contact Mrs Leeper for more details.

## **Payment conditions**

All bursary payments will be directly linked to attendance, behaviour and academic attainment.

All bursary payments will be paid directly into a student's bank account as follows:

### **Those receiving the Vulnerable or Discretionary Bursary**

Payments will be made depending on your need. In some cases payments may be spread evenly over the academic year. If this is the case, the first payment will take place at the end of September. If the application is received after this time, the first payment will be deposited into your bank account on an agreed date. Subsequent payments will be spread over the remaining academic year. All awards will be confirmed in writing.

If the bursary is needed for payment of transport costs, we can arrange to pay Suffolk County Council directly. Please indicate this clearly on your application form and ensure that you bring the Suffolk County Council invoice for your school bus pass into the sixth form office.

Educational resources will usually be purchased on your behalf. If your bursary is for a different purpose, different arrangements may be made.

### **Those receiving a one-off Discretionary Bursary**

Payment will usually be paid into your bank account. Educational resources will usually be purchased on your behalf.

Please refer to the bursary application form for full details of eligibility and evidence required. These are available from Mrs Leeper in the sixth form office and must be returned with all eligibility evidence to her.

## **After your application**

Once your application has been processed, you will receive a letter telling you:

- Whether your application has been approved.
- What educational resources have been purchased for you, or how much money has been awarded.
- The expected dates when any payments will be made.

The payment dates provided are only estimates and may change. If you do not receive a payment when expected, you should contact Mrs Leeper in the sixth form office.

## **Confidentiality**

Bursary applications are strictly confidential. Information is shared only with Mrs Leeper and the specific staff required to process your request