16 – 19 BURSARY FUND

TERMS & CONDITIONS

Applications are invited for discretionary bursaries. These are awarded to help overcome the individual barriers to participation a student might face. To be eligible to receive a bursary, a student must be

* Over 16
* Under 19 at the 31st August before the academic year relevant to the support

The allowance is paid over to students twice a year: October and April. If there is a balance remaining in the retained contingency sum in March it is allocated among the qualifying students and added to their April payment. We welcome applications by a deadline of the second Friday in September. Late applications will be assessed with the any other in-year applications ready for the next allowance payment run.

Students should note that they accept conditions for receiving a bursary – regular attendance, timekeeping, good behaviour and dress code will be observed. We will contact you should you be in danger of having your bursary reduced or revoked.

Students who do not qualify for free school meals will have at least 20% of their bursary allocation added to ID cards for catering.

Eligible expenditure for the balance includes uniform or other specialist clothing, trips, books, equipment, travel to University interviews and taster days, support of placements, sports kit, Duke of Edinburgh Award, stationery and transport. These items should be agreed in advance, and should be detailed in your application form. Payment will be made direct to third parties where possible. Of the allocated sum, we may require spend is made on specific aspects such as travel, meals, equipment.

Bursary sums will vary from student to student, depending upon their household income banding (below), the distance they need to travel to the institution, and the requirements of their study programme.

Where possible, the bursary will be paid ‘in kind’ and thereafter the balance will be paid into a bank account which must be in the student’s own name. Bursaries are awarded in bandings, and the final allocation will be dependent on the number of qualifying applicants:

* Band 1 Household income less than £16,500pa
* Band 2 Household income between £16,501 - £22,000
* Band 3 Household income between £22,001 - £30,000

Household income includes unearned income such as shares/investments, savings, rental income. If you are in receipt of a Universal Credit award notice, we would request the three most recent monthly award statements plus the take-home pay figure, to arrive at the total monthly income, and we would multiply up by 12 to assess the Banding as above. Applications are confidential the Bursar, Chief Finance Officer, Head Teacher and Executive Principal.

Payments will be stopped for students who have been absent for a period of four consecutive weeks (excluding holidays). Money may be taken back from students if it has not been spent on the agreed qualifying reason.

The Application Form describes the circumstances around eligibility and the Bandings of household income which would trigger a bursary award. Some of the criteria will elicit an additional Vulnerable Bursary Award which we can apply for directly from the ESFA. Vulnerable Bursary Awards are currently deployed at £1200 for a course of at least 30 weeks. Other unlisted criteria which may result in an Award include

* Courses with high costs such as specialist equipment or clothes
* Number of dependent children in the household
* Free School Meals take up in Year 11 (or Year 12)
* Teenage parent
* Carer responsibilities

Please return the completed application form and evidence of income by email to [edilks@catmosecollege.com](mailto:edilks@catmosecollege.com), or by hard copy to Mrs Dilks in the Central Services Building on Campus. You are most welcome to provide additional information to support the application.