

# **16 – 19 Bursary Information for Parents**

## **Important Information**

Students aged between 16 – 19 attending a school/college or training provider and receiving home to school transport, are required to make a financial contribution towards the cost of their transport.

For many families, a bursary may be able to help with this payment. A bursary is money that you or your education or training provider can use to pay for things like transport, clothing, books, and equipment etc.

There are two types of bursary available, the **Discretionary Bursary** and the **Vulnerable Bursary**.

### **Discretionary Bursary**

This bursary is awarded to meet individual's needs. To apply students must be aged 16 to 19 and in full or part time further education or training.

In most cases, the school / college / or training provider set the rules of how the bursary is awarded. They will decide who gets the bursary, how much money is given, and when it's paid and how it's paid. The rules focus on making sure bursary funds are aimed at students who need the most support to stay in education. The rules may be based on:

- Low household income
- Parents who receive benefits
- Free school meals

The school / college / or training provider can also have a say in how the bursary is spent.

For maintained special schools, the council decides how the bursary money is awarded, and low-income is classed as a household income of less than £16,190.

### **Bursary Evidence**

The school / college / or training provider may ask for evidence of your household income when you apply for the bursary. Examples of what they may ask for include:

- A letter from the Department of Work and Pensions showing receipt of benefits
- A P60
- A Tax Credit Award Notice
- Evidence of your family's annual income
- 3 months' worth of pay slips or bank account statements

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau or the national helpline of the charity 'Contact a Family' (tel. 0808 808 3555).

## **Vulnerable Bursary**

A vulnerable bursary of up to £1,200 a year is available for young people in one of the following groups:

- In care
- Care leavers
- Where a young person receives Income Support or Universal Credit
- Where a young person receives Employment Support Allowance (ESA) or Universal Credit **alongside** Disability Allowance or Person Independence Payments

If your child receives ESA you cannot claim child benefit for your child.

### **How much will I be paid if I'm eligible?**

Young people studying full time for a minimum of 30 weeks may be eligible to receive the full amount of £1,200. A reduction in hours and fewer weeks will reduce the amount of bursary awarded.

### **Bursary Evidence**

The school / college / or training provider may ask for evidence to prove you are eligible, this may include:

- a letter from your local authority showing you're in care or a care leaver
- a letter from the Department of Work and Pension showing the benefits you receive

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau or the national helpline of the charity 'Contact a Family' (tel. 0808 808 3555).

## **ATTENDING SCHOOLS - How do I apply for a bursary and what happens?**

If you wish to apply for either the Discretionary Bursary or the Vulnerable Bursary, you will need to:

- Collect a 16 – 19 Bursary Fund Application Form from school. School will stamp the form as confirmation of attendance
- Complete the Bursary Fund Application Form and return it to the address printed on the document next to where you sign your name
- Your completed form is then assessed to check which bursary, if any, you are eligible for. You may be asked for proof of income etc.
- You will be notified in writing to confirm eligibility
- If your child uses SEND Transport and you are allocated the bursary, the cost of the transport contribution will usually be deducted before it is paid to you. If for any reason this is not the case, you will need to pay the contribution.

## **ATTENDING THE SHEFFIELD COLLEGE - How do I apply for a bursary and what happens?**

Eligibility for a discretionary college bursary is determined by the current annual net household income of the parents/carers living at the same address. All applications are considered individually, dependant on household income.

If you wish to apply you will need to:

Download or contact college for the **Learner Support Fund 16 – 18 student application form**. This can be done by going onto the website <http://www.sheffcol.ac.uk/financial-support> or can be requested directly via email [financial-support@sheffcol.ac.uk](mailto:financial-support@sheffcol.ac.uk) or via phone 0114 2602211/ 2602288

- Complete and return to form to the address at the bottom of the form
- Once the application has been received and processed, you will be informed of the outcome of the application by letter

Some students may qualify for the Vulnerable Bursary. This is known as the 'Guaranteed Bursary' within the Sheffield College. This is still the same application form and learners for this will be identified based on questions within the form.

If your child uses SEND Transport and you are allocated the bursary, the cost of the transport contribution will usually be deducted before it is paid to you. If for any reason this is not the case, you will need to pay the contribution.

## **ATTENDING OTHER COLLEGES AND TRAINING PROVIDERS - How do I apply for a bursary and what happens?**

If you wish to apply for either the Discretionary Bursary or the Vulnerable Bursary, you will need to:

- Speak to the training provider and ask for the 16 – 19 Bursary Fund Application Form
- Complete and return the form to the training provider
- Once the application has been received and processed, you will be informed of the outcome
- If you are allocated the bursary, it will be your responsibility as parent/carer to contact the local authority to make a payment. This can be done by visiting the council website [www.sheffield.gov.uk](http://www.sheffield.gov.uk) (search Post 16) or, call 0114 273 5611
- If your child uses SEND Transport and you are allocated the bursary, you will then need to pay the contribution towards the cost of transport
- Failure to pay the transport contribution will result in transport being cancelled

## Bursary Process

