



16-19 Vulnerable Bursary Fund 2018/19

Guidance Notes

PLEASE APPLY BY 30 SEPTEMBER 2018 or WITHIN THREE WEEKS OF COURSE START DATE

WHAT IS THE 16-19 VULNERABLE BURSARY FUND?

The 16 - 19 Vulnerable Bursary Fund is funds provided by the government to help support Sandymoor School students who face the greatest barriers to continuing their education or training. The Vulnerable Bursary is paid weekly directly into the eligible student's bank account.

Young people who are eligible (see below), are guaranteed to receive £1,200 if they have 100% attendance for the 2018/2019 academic year. This is pro-rata if your course is less than one year.

This financial support is linked to attendance, behaviour and performance.

WHO CAN APPLY FOR THE VULNERABLE BURSARY?

- Young people who are under the age of 19 on 31 August 2018
- Young people in care
- Care leavers
- Young people in receipt of income support
- Disabled young people in receipt of **both** Employment Support Allowance (ESA) (or Universal Credit in place of ESA) **and** either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name.

You are expected to attend all timetabled lessons. Failure to do so will put your financial support at risk.

WHO CANNOT APPLY FOR THE VULNERABLE BURSARY?

- Those not resident in the EU/EEA for the last 3 years (except where a refugee status was confirmed in the 3 years prior to starting the course) • Students on HE courses
- Waged Apprenticeships or students enrolled on provision identified as wholly funded from other sources
- Students in prison or a young offender institution who have been released on temporary licence, i.e. day release
- Students enrolling on a course which is not funded by the government e.g. EFA funded

WHEN CAN I APPLY?

All Bursary applications can be made from August 2018. Please visit Finance if you need advice.

Applications can only be considered for the current year September 2018 – July 2019.

Students must be enrolled and have started a course before a bursary payment can be made.

HOW DO I APPLY?

Complete an application form; these are available on our website and from the Finance Office based at Sandymoor School.

All forms need to be fully completed and returned with the relevant evidence (please see section 5 of the application form).

If you need help with applying for financial support visit Finance where staff can help you complete the form, make it available in other formats (e.g. large print) and discuss other sources of funding.

Appeals Procedure

If you are unhappy with a Bursary decision you should speak to the Finance Office Manager in the first instance. If you are still unsatisfied, you can follow the schools's complaints procedure.

You may also be eligible for other means of support.

If you are **worried about money** and would like to find out what help and support is available – please speak to a Student **Adviser in Student Services**

If you have any **queries regarding your Bursary application – please speak to the Finance Team**

In Person Marilyn Webb

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By Phone 01928 571217

