



Dear Parents, Guardians and Students,

The 16-19 Bursary Fund is an initiative which aims to support Sixth Form students from families with lower incomes with specific costs that arise due to continuation in Post 16 education. The bursary is awarded for specific financial needs e.g. educational visits.

Parents/Guardians have to show proof of income for students to be accepted onto the bursary scheme. Once a student is registered as being eligible for bursary funding, they can then apply for funds as and when costs occur during the year. For example, a student might apply for the costs of a field trip in the Autumn term and then separately apply for the costs of some text books in the Spring term. Please note that Parents only have to show proof of income once, even if the student then makes a number of separate applications.

Please also note the following:

- The bursary is administered by the school and therefore all documentation for proof of income etc. has to come to the school.
- Within guidelines, each school can set its own Bursary policy.
- The bursary is a fixed amount of money and no payments can be guaranteed except for those students in category A (please see the Bursary Policy for information).
- Applications can be made at any point through the school year if family circumstances change.
- It is the sole responsibility of Parents and Guardians to apply for the Bursary and to provide documentation.
- Anything which is purchased under the scheme (e.g. books) remain the property of the school and must be returned when the student leaves.

Students who eligible to receive support under category A, must first speak to me, so that I can give appropriate guidance. If you feel that you are eligible to receive a payment under category B or C, you will need to complete the application document and then give it to Mrs Bennett, the school's Bursar, who administers the scheme. You will also need to provide evidence that you are in receipt of one or more of the following:

- Child Tax Credit
- Income support
- Income based job seekers allowance
- Income related Employment and Support Allowance
- Proof of Income

All documentary evidence that you bring into school will be checked and returned to you and you will be required to sign a declaration of eligibility.

Our aim in administering the fund to be as fair and transparent as possible which supporting the maximum number of students. If you have any queries about the Bursary Fund then please do contact me.

Yours faithfully,

Mrs C Cain

Director of Sixth Form – The Friary School