

16 to 19 Bursary Fund 2016/17 for North Tyneside Schools'

Application form and guidance

If you are starting Year 12, 13 or 14 at a North Tyneside school in September 2016, you might be entitled to a bursary to help with costs during term time.

Read inside for details.

Please note that we can provide information in other formats such as large print or Braille.



1. What is the 16 to 19 School Bursary Fund?

The 16 to 19 Bursary Fund provides financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, behaviour and progress.

In North Tyneside, all secondary schools with a sixth form have agreed a joint scheme called the 16 to 19 Bursary Fund for North Tyneside Schools'. The scheme is being administered on behalf of schools by North Tyneside Council and is dependant on funding received from the Government.

Other post-16 providers in North Tyneside and the surrounding area are operating their own bursary schemes and will be able to give you further information on their arrangements.

2. Who is eligible for the bursary scheme?

To be eligible, you must:

- Attend a participating school/Local Authority provider in North Tyneside which is part of the scheme (see page 3 for a list)
- Be starting Year 12, 13 or 14 in September 2016
- Be aged between 16 and 18 on 31 August 2016

In addition, there are eligibility criteria for the different levels of bursary available. You only need to meet **one** of the criteria below to be eligible:

Bursary

You must be:

- In care
- Have left care having been in care for a minimum of 3 months from the age of 14
- In receipt of Income Support (or Universal Credit)
- In receipt of **both** Employment and Support Allowance (or Universal Credit) **and** Disability Living Allowance or Personal Independence Payment

Bursary – Discretionary.

Typically, for access to a Discretionary Bursary, we would ask for some evidence of need, which can include the examples below:

- Eligible for Free School Meals
- A family in receipt of Working Tax Credit
- A young person aged 16–18 looking after a sick or disabled relative
- Families with low household income*

In addition, we will consider students experiencing hardship, severe need or an emergency. Typically, circumstances could include:

- Recent parental unemployment
- Severe financial hardship
- Other circumstances will be considered (please tell us)

*Household income is worked out using your earnings/income plus any Tax Credits you receive

5. What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course.

6. Are there any conditions attached to the scheme?

- Yes. Your school/provider will expect you to demonstrate good attendance, behaviour and progress. They will discuss the standards that they consider acceptable. Continued receipt of your bursary award will be conditional on you meeting these standards (see also section 10 'How will you pay me?').
- Submission of proof of expenditure – receipts to the value of the amount that has been received. A form and help sheet will be sent with your award notice letter.

7. How do I apply?

Complete the form at the back of this pack and return to:

16 to 19 Bursary Fund for North Tyneside Schools'
North Tyneside Council
Langdale Gardens
Wallsend
NE28 0HG

8. When do I need to apply by and how will I hear the outcome?

The first application deadline for the first round of payments is **16 September 2016**.

We will accept applications after this date but this will mean a delay in your payments. Any late applications or transfers from other Bursary Schemes may only be eligible for payments from the date on which the application is received.

We will write to tell you the outcome of your application.

We will also contact you if we need more information from you to process your application.

If you supply all of the information requested your payment will be assessed and, if eligible, there will be no delay in your payments. If we have to request further information it will delay payment.

9. What should I do if I'm not happy with your decision?

If you think we have incorrectly assessed your eligibility, please contact us on 0191 643 2288 to discuss your application.

10. How will you pay me?

Bursary payments are ordinarily made in 6 instalments covering each half term providing you meet the conditions detailed in point 6 above. If your school advises or you have a particular request or need for more regular payments, this will be considered.

All payments will be made into your own bank account by a process called BACS transfer. Please note that BACS payments can take up to 3 days to transfer to your account.

It is essential that you have a bank account in **your** name as payments can only be made into your own account via a bank transfer. Cash payments will not be made in any circumstance. Some of your bursary may be paid in kind. Books and equipment purchased on your behalf through the Bursary Fund will need to be handed back to the school at the end of your course.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

11. When will my payments start?

Once your application is approved, we will send you a letter confirming the dates when you will be paid.

Instalment payments will only be made after your school confirms you have met the required standards of attendance, behaviour and progress. **Payments will be stopped if you do not maintain these standards** and/or don't provide evidence of expenditure.

12. How long will I receive payments for?

As long as your school confirms that you are meeting the required standards of attendance, behaviour and progress, payments will continue for the duration of the academic year 2016/17 (the Bursary scheme considers the academic year to consist of a minimum of 30 weeks; courses that last for less than thirty weeks will result in a pro-rata payment)

There is no guarantee that you will receive funding next year even if you are eligible this year. You must re-apply for 2017/18. All awards will depend on the funding received from the Government. A new application must be made each year.

13. What happens if my financial or living circumstances change?

If you have a change of circumstances you must let us know immediately in writing.

If you change your bank account details you must also write to us immediately. We will need to check your signature against your original application so we can only accept changes to banking details received by post.

If you transfer to another school within the North Tyneside scheme, you must let us know in writing.

If you leave school before completing your course, your payments will be stopped.

If you transfer to another school or post-16 provider which isn't in our scheme you will need to ask them about their own Bursary Fund. Please be aware that their terms and conditions and payments may be different.

14. Who do I contact if I have any questions?

If you have any questions about the 16 to 19 Bursary Fund for North Tyneside Schools' you should in the first instance speak to your Head of Sixth Form in the school.

Support, help and advice is also available from Connexions North Tyneside and the North Tyneside Student Support Helpline (0191 643 2288)

15. Privacy Notice

The Data Protection Act 1998 gives you the right to know who holds information about you and what is done with the data. The law says that we have to tell you who is the "Data Controller" – this is the person or organisation that decides how your information is used and stored. In the case of applications to the North Tyneside 16-19 Bursary Scheme, the Data Controller is North Tyneside Council.

Your information will be kept safe and secure and treated with care and respect. It will only be used to process your bursary application. We may need to check some of the information you have provided against other information held by the Council, in order to decide whether you are eligible for a bursary. For instance, we may check our records to make sure you are entitled to Free School Meals, if you have ticked this section of the form.

We have to pass some statistical information to the Education Funding Agency for monitoring purposes, but this will not include anything that can identify individuals.

If you have any queries about how we use your information, please contact:

16 to 19 Bursary Fund for North Tyneside Schools'
North Tyneside Council
Langdale Gardens
Wallsend
NE28 0HG

Keep this section for your information

16 to 19 Bursary Fund for North Tyneside Schools' 2016-2017 Application Form

Please complete the application form using **BLOCK** capitals in black pen. All supporting evidence must be clear photocopies.

Your personal details

First name: _____	Surname: _____
School: _____	D.O.B.: _____
Contact phone numbers:	
Mobile: _____	Home: _____
Email address: _____	

Bursary – If you meet one or more of the eligibility conditions in this section please tick which ones.

Payment of £1200 in instalments during term time only. You can also apply for discretionary bursary if you are experiencing further hardship.

Eligibility:	Tick	Supporting evidence required
A young person in care or care leaver	<input type="checkbox"/>	Local Authority data will be used. If you have been in care outside North Tyneside, please supply the name of the Local Authority: _____
A young person in receipt of Income Support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
A young person in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment	<input type="checkbox"/>	Please attach both benefits paperwork dated within the last 6 weeks.

Discretionary Bursary – If you meet one or more of the eligibility conditions in this section please tick which ones.

Eligibility:	Tick	Evidence to provide
A young person in receipt of Free School Meals for 2016/17.	<input type="checkbox"/>	No proof needed as Local Authority data will be used to confirm eligibility.

Bursary - Discretionary continued		
	Tick	Evidence to provide
Family receives Working Tax Credit or has a low gross household income (evidence will be requested) – Ref. To Section 2 in the guidance	<input type="checkbox"/>	Please attach Tax Credit award notice (TC602 all pages) and proof of household annual income.
A Young person looking after a sick or disabled relative	<input type="checkbox"/>	The Local Authority will confirm eligibility with North Tyneside Carers' Centre and/or your School.
Are experiencing hardship, additional needs or have difficulty meeting costs associated with completing your course. See notes on page 2 & 3.	<input type="checkbox"/>	A letter detailing individual circumstances along with accompanying evidence e.g. Tax Credit award notice (TC602) and proof of household annual income.

How do you intend to spend your bursary?

Please list specifically how you will spend your Bursary:

Expense	Details	Costs
Books and equipment		
Fees, exam re-sits		
Transport costs e.g. daily travel costs		
Cost of meals during the school day e.g. if not on FSM the cost of food per day		
Course trips		
Interviews and open days or similar e.g. travel costs		
Other costs (please specify)		

Remember – you will be asked to provide receipts to support your claim and payments will stop if none are provided.

To be completed by all students

Your bank or building society account details (must be in students name)

Account holder name _____

Name of bank / building society _____ Branch: _____

Account number (8 Digits) _____ Sort Code: ___/___/___

Building society roll number (if applicable) _____

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the 16 to 19 Bursary Team for North Tyneside Schools' in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Learner Agreement or equivalent standards of attendance, behaviour and progress as defined by my school/provider.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading. I understand that if I falsely claim bursary my details maybe referred to the Department of Education or the police.
- I agree to repay any bursary monies paid to me if I stop attending my programme of study.
- I am aware that any bursary covers only the academic year 2016/17.

Information provided will be treated as confidential and will only be used to:

- Help us ensure all your learning needs are met.
- To check your entitlement for a Bursary.
- Fulfil our reporting obligations to our funders.

Signed: _____

Date: _____

Full Name (in block capitals): _____

Check list...have you:

- Signed and dated your application
- Completed all details fully (including phone numbers where we can contact you)
- Supplied supporting evidence as listed for each bursary level
- Completed your bank details
- Provided clear copies of any financial information or supporting information

Office use only

Notes from Bursary Panel

Date:

Attendees:

Panel Chair

Signature

For local authority use only

Date received: _____

Copies of evidence attached: Y / N

Signature: _____

Learner reference: _____

Eligible? Y N

Tier: 1a 1b 1c 2a 2b 2c 2d

Amount: _____

Approved by: _____

Date: _____

EMS

Letter

Payment Sheet

EMS Sheet

Paid

April 2016