



The Island VI Form

ASPIRE AND ACHIEVE

## 16 - 19 Bursary Fund Application Form 2024-25 “Buses & Books”

*The details given on this form will be held in accordance with our GDPR and privacy policies and used for the purposes of contacting students in relation to the Bursary fund.*

PLEASE COMPLETE EACH SECTION OF THIS FORM USING BLOCK CAPITALS

### 1. Details of applicant (Student)

Name:	
DoB:	
Year Group:	
Home address:	
Postcode:	
Email:	
Mobile:	

### 2. Eligibility and Priority

This section asks you to indicate which of the 4 agreed priorities for the allocation of funds you wish your application to be considered against. You will also find **information** about the **evidence you will need to supply** to support your application.

Please indicate with a cross in the box next to the description of the priority you wish your application to be considered against, and to confirm that you have provided the evidence required. (Please only put a cross next to one priority).

**Priority One:**

I wish my application to be considered under Priority One: "Young people in care, care leavers, young people in receipt of income support, or disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or PIP."

In support of my application I **enclose** either: A) Written confirmation of my current, or previous, looked-after status from the Local Authority who looked after me, or who provided my leaving care services; or B) A letter confirming that I am in receipt of Income Support, or Employment Support Allowance and Disability Living Allowance or PIP in my own name (student).

**Priority Two:**

I wish my application to be considered under Priority Two: "Young people who are claiming, or are eligible for, a Free School Meal."

In support of my application I authorise The Island VI Form to verify my **existing** entitlement through their own records, or to verify my **future** entitlement through the inspection of relevant documentation.

I **enclose** one of the following regarding a future entitlement

Evidence for the household of:

Income Support, or

Employment Support Allowance, or

Income Based Jobseeker's Allowance, or

Child Tax Credit (for income less than £16,200 per year - TC602)

**Priority Three:**

I wish my application to be considered under Priority Three: "Young people whose household income is below £23,857 per annum".

In support of my application I **enclose** the following information:

A copy of entitlement to means-tested state benefit, Universal Credit, or Tax Credit Award Notice confirming household income of less than £23,857; or Evidence of self-employment income of less than £23,857 (SA302 or certified accounts only) for your last accounting period.

*Funds to provide support are limited, and the College targets students with the greatest need. Eligibility cannot guarantee an award.*

**Priority Four:**

I wish my application to be considered under Priority Four: "Young people who have been affected by a **sudden, exceptional change** in financial circumstances"

I have **enclosed** a detailed statement in support of my application.

*Funds to provide support are limited, and the College targets students with the greatest need. Eligibility cannot guarantee an award.*

### 3. How funds will be used to provide support

Funds will be used to support travel costs (via the Southern Vectis App) on a half-termly basis, subject to the attendance and behaviour standards set out in the *Guidance for the EFA 16 – 19 Bursary Fund*. Travel will be supported depending on the distance and location of the home address from The Island VI Form. Course materials (text books etc.) may also be provided, depending on the courses studied and funds available. All funding decisions are made by the Head of School and the Bursary administrator on an individual basis.

**Priority One ONLY:** *The bursary will be paid directly to your bank account on a half-termly basis, subject to the attendance and behaviour standards set out in the Guidance for the EFA 16 – 19 Bursary Fund. In order for us to pay the bursary directly to you, please provide the appropriate bank details below.*

Account name:	
Bank name:	
8 digit account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sort code:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Roll number (if applicable):	

#### 4. Declaration by Applicant (to be signed by the student)

I confirm that I have read the Guidance for the EFA 16 - 19 Bursary Fund document before submitting this application. I confirm that the information I have provided on this application is correct to the best of my knowledge, and that I understand that I must notify the bursary administrator of any change of circumstance which may affect my entitlement to a bursary payment.

I understand that if I leave The Island VI Form before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16 -19 Bursary Fund.

I understand that if my attendance falls below the minimum acceptable level of 95%, or if my behaviour contravenes the College's Code, then I may forfeit my entitlement to any benefits made to me under the 16 - 19 Bursary Fund.

Signed:	
Date:	

# **16 - 19 Bursary Fund Guidance 2024-25**

## **General**

1. This guidance document sets out the arrangements for administering the EFA (Education Funding Agency) 16-19 Bursary Fund allocation received by The Island VI Form (as part of Medina College).
2. The guidance will be reviewed prior to 2025/26, in the light of experience and any changes in Government policy. The Island VI Form cannot guarantee that individuals supported under this Fund in 2023/24 will continue to be funded in 2024/25, or funded to the same extent.
3. The Fund is administered in accordance with the EFA 16-19 Bursary Fund - Guide for 2024/25, which provides full details of the scheme. "The Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post-16" (EFA Guide)
4. The Fund will be used to pay Guaranteed Bursaries for eligible young people, and, subject to funds remaining after Guaranteed Bursaries have been allowed for, will be used to award Discretionary Bursaries in the form of travel and course materials. These will be targeted towards those facing the most significant financial barriers to participation.
5. Receipt of either type of bursary will be conditional on the student meeting agreed standards and conditions set by the College (see below), in accordance with the EFA Guide.
6. To be eligible to receive either kind of Bursary, young people must normally be under 19 years of age on 31 August 2024, must be on an appropriate course and meet certain residency criteria. (Further details are provided in the EFA Guide).
7. The scheme will be administered at The Island VI Form. In its administration of the Fund, The Island VI Form will not discriminate against students on the basis of any protected characteristic, as defined in current equalities legislation (see EFA Guide).

## **Guaranteed Bursaries**

8. These have a full-year value of £1,200. Young people in care, care leavers, young people in receipt of income support and disabled people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance, are eligible to receive a Guaranteed Bursary.
9. Payment of the Guaranteed Bursary is dependent on students meeting the stated conditions as detailed in section 19 below.
10. Guaranteed Bursary payments will normally be in six half-termly instalments (five instalments for 2nd Year students), subject to conditions being met. Payments will be made towards the end of each half term.
11. Students who are eligible for a Guaranteed Bursary must notify the Head of VI Form, via the application form. The Island VI Form will make every reasonable effort to draw attention to the scheme and will accept letters of application for a Guaranteed Bursary.
12. Where a student in receipt of a Guaranteed Bursary needs equipment or materials for a course, these should normally be paid for from the Bursary, unless such items are provided to other students on the course free of charge.

13. Applicants for Guaranteed Bursaries will be required to produce documentary evidence of their eligibility. The Island VI Form will advise the young people in question how to obtain this.

### **Discretionary Bursaries**

14. Funds permitting, The Island VI Form will make discretionary awards that best fit the needs and circumstances of its students so as to enable them to study successfully - such as transport, books and equipment and other course-related costs, including essential visits and trips. The Island VI Form will make every reasonable effort to publicise the bursary scheme and will adopt an application process which is clear and transparent.
15. Before awarding a discretionary bursary, The Island VI Form will assess the young person's actual need for financial assistance, taking into account the young person's household income. Learners with a total household income below £23,857, or who face exceptionally challenging circumstances, will be eligible to apply for a discretionary bursary. Students entitled to free school meals are also eligible to apply. However, the available funds are limited and the colleges must target funds to the students with the greatest needs. Eligibility on its own cannot guarantee an award.
16. Applicants for discretionary bursaries will be required to produce appropriate proof of their financial status. If circumstances change through the year, which mean a student is no longer eligible for consideration, a bursary may be withdrawn. Students must inform the bursary administrator of any changes in a timely manner.

### **Applications for Guaranteed and Discretionary Bursaries**

17. An Awards Panel (see section 25) will make decisions for all applications received. The Island VI Form may not be able to award any Discretionary Bursaries until it has identified the probable number of Guaranteed Bursaries it will have to fund.
18. Thereafter, applications will be considered on an ad hoc basis if urgent, or in the early New Year and around April/May, if any funds remain. Any unused funds (resulting for example from discontinued payments) will, where practicable be pooled for re-allocation. The colleges will publicise details of the application process on The Island VI Form website.

### **Conditions**

19. Receipt of a Bursary is "conditional upon the student meeting agreed standards set by the college" (EFA Guide). Students in receipt of Guaranteed or Discretionary Bursaries will be expected to comply with the The Island VI Form policies in respect of at least 95% attendance, lateness and behaviour, and will be expected to demonstrate commitment to their course through completion of work and engagement in class activities. If a recipient of a Bursary does not meet these requirements (reviewed half termly, but as frequently as The Island VI Form considers appropriate), The Island VI Form may discontinue payment.

## Payments

20. Students may receive discretionary bursaries in a number of forms: as funded travel via the Southern Vectis App, as text books or course related materials or as funds to support exceptional situations. Payments may be made directly to students' bank accounts. Awards will be made half termly, with the release of benefits dependent upon the student meeting the Colleges conditions.
21. In deciding the frequency and basis of payments, The Island VI Form will take into account the purpose of the Bursary (e.g. one-off or sustained support), the young person's circumstances, and local administrative arrangements.

## Availability of Funds

22. The Bursary scheme is dependent on funds provided by the EFA, which are limited. These are unlikely to be able to meet all needs. The amount available for Discretionary Bursaries will be what is left after Guaranteed Bursaries are paid. Discretionary awards will be made on the basis of the college's assessment of need and priority. Funds may not be available for this at all times of the year.

## Formal Agreement between The Island VI Form and Students

23. A student awarded a Guaranteed or Discretionary Bursary will sign an agreement with The Island VI Form, undertaking to meet the conditions, accepting the amount and basis on which it is to be paid, and undertaking to notify the Bursary administrator of any change in his or her circumstances.

## Fraudulent Claims

24. Where an application is found on investigation to have been made, or re-payment claimed, on the basis of false information, payment of the Fund may be discontinued. The individual concerned may be subject to disciplinary action and possible referral to external authorities. The colleges may seek to recover any funds or goods obtained.

## Decisions relating to the Scheme

25. Decisions to award Bursaries, or to discontinue them, will be made by an Awards Panel on the basis of the information available. The Panel will consist of the Head of School - VI Form and the Bursary administrator. If a young person feels that an application has been handled unfairly, he or she should submit an appeal to the Chair of the Governors' Appeal Panel.

September 2024