

## Ark Academy 16-19 Bursary Fund

Our 16-19 Bursary Fund is a cash-limited fund to support Sixth Form students from low-income backgrounds attending the Sixth Form at Ark Academy. For eligible students, the fund can help towards the cost of essentials such as uniform and stationary with gift vouchers, and resources for A level subjects / Professional Pathways. It applies during the 2019-20 academic year.

### **Eligibility:**

To be eligible for the bursary, students must:

- Be enrolled at Ark Academy's Sixth Form
- Be between 16 - 18 years at the start of the academic year in which they begin their programme of study
- Be undertaking courses of study amounting to at least 15 hours per week
- Continuously meet the expectations of attendance, punctuality, academic attainment and behaviour set out by the academy

Students who are eligible to apply for the bursary will have a household income of less than £30,000 a year (this includes benefits)

Additionally, you may be entitled to a government grant or bursary of up to £1,200 if –

- > You are living in care
- > You are a care leaver
- > You are receiving income support as a student
- > You are disabled and receiving both Employment Support Allowance & Disability Living Allowance

### **Evidence:**

Appropriate evidence must be provided by any student wishing to apply for a bursary. A copy of this evidence will be retained the Academy.

- P60 PAYE
- Proof of benefit claimed; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions
- Working Tax Credit/Child Tax Credit Full Award

*Please note these documents should indicate OVERALL household income – not that of one parent/carer.*

Documents should be presented in a sealed, named envelope marked confidential and submitted to the Sixth Form Administrator along with the application form, printed overleaf.

### **Payment:**

This is a cash limited fund and once the allocations are made for an academic year, it is likely that late applications may receive little or no financial support, regardless of entitlement.

The amount of bursary will be determined on an annual basis dependant on the number of applicants and the level of funding received from central government.

Entitlement to a bursary in one academic year does not give an automatic entitlement in any subsequent academic years.

Students will not receive cash; instead, textbooks as recommended by subject teachers and gift vouchers for uniform and stationary will be given to eligible students.

### **How do I apply?**

If you wish to apply for support from the Ark Academy 16-19 Bursary Fund you should:

- Check that you meet the financial eligibility criteria detailed overleaf or contact the Sixth Form Administrator or your Head of Year in confidence, for advice.
- Complete the application form, answering all questions in full to avoid any delay in processing your application.
- Return your completed application form and evidence to the Sixth Form Administrator.

If you need any additional information, help completing the application form or further support, please contact the Sixth Form Administrator or your Head of Year in confidence.

## 16 – 19 BURSARY FUND APPLICATION FORM

Part 1: Student Details	
First name	
Surname	
Date of Birth	
Age on 31 August 2019	
Home Address including postcode	
Telephone Home	
Mobile	

Part 2: Parent Details	
First name	
Surname	
Relationship to child	
Home Address Including postcode	
Telephone Home	
Mobile	
<b>National Insurance Number</b>	

Please tick the documents you are submitting as evidence in support of your application -

Type of evidence needed	Tick to confirm you have submitted
P60	
Proof of benefit claimed e.g; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions	
Working Tax Credit/Child Tax Credit	
Please explain the nature of the document you are submitting below:	

Documents should be presented in a sealed, named envelope marked confidential and submitted to the Sixth Form administrator along with this application form. Please note, the academy will keep a copy of documents for reference.

*I have read and understood the eligibility requirements and terms of the bursary and confirm that the above details are true and accurate to the best of my knowledge:*

<b>Name of Student:</b>		<b>Date</b>	
<b>Signature of Student:</b>		<b>Date</b>	
<b>Name of Parent/Carer:</b>		<b>Date</b>	
<b>Signature of Parent/Carer</b>		<b>Date</b>	