

# Horsforth School

## Guidance for the 16 – 19 Bursary Fund for 6<sup>th</sup> Form Students

Last Reviewed	July 2022
Next Review Date	November 2025
Ratified by the Trustee Board	November 2025

# Guidance for the 16 – 19 Bursary Fund for 6<sup>th</sup> Form Students

## 1 Aims and Objectives

To provide clear guidelines on the position of the school in relation to making financial awards to 6<sup>th</sup> Form students from the 16 – 19 Bursary Fund. Horsforth School's policy has been based on the guidelines produced by Leeds City Council and the Young People's Learning Agency's in the "16 to 19 Bursary Fund Guide for 2022 to 2023"

To identify students who face financial barriers when continuing with Post-16 Education and then making financial awards from the 16 – 19 Bursary Fund dependent on the fulfilment of set criteria and the individual circumstances of applicants.

## 2 Context

The 16 – 19 Bursary was introduced in 2011 and replaces the Education Maintenance Allowance. Individual schools have the freedom to choose how to administer this Bursary which is an externally provided fund.

## 3 Evaluation

This policy will be evaluated every three years by the Trustees Board to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

## 4 Author

This policy has been updated by OWA in November 2022

## 5 Procedures

Procedures to support this policy are appended as follows:

Appendix 1 Procedures, Eligibility and Appeals

Appendix 2 Information Letter for Year 11 Students about the Bursary Fund

Appendix 3 Information Letter for Year 12 moving into Year

Appendix 4 Letter to Accompany Application form for Year 11 Students

Appendix 5 Application Form

Appendix 6 Eligibility Table

Appendix 7 Letter of approval and details of award

Appendix 7a Letter of approval and details of award including transport support

Appendix 8 Letter of decline

Appendix 9 Procedural Flowchart – 16-19 Bursary payments

## Appendix I Procedures, Eligibility and Appeals

The bursary fund offers two types of support; **group one and group two**.

### Eligibility for Group One:

A bursary of up to £1,200 per annum is available to students who meet the following criteria:

- a. Young people who are looked after
- b. Young people who are 'care leavers' (formally 'Looked After Children') in receipt of income support
- c. Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance.

### Eligibility for Group Two:

Learners facing financial hardship with a household income of less than £20,000 per annum are eligible to apply for a Bursary to support their studies.

### Evidence of Eligibility

To be eligible for Group One you will need to provide evidence related to the benefits received, such as income support, employment support allowance and disability living allowance.

Those in **Group Two** will need to provide evidence that their household income falls below £20,000 per annum.

Whatever income/benefits are declared in any application must be backed up by evidence (photocopies accepted) in order for an assessment to be made. Examples of types of acceptable evidence are shown in the following table.

Type of Income	Evidence Required
<b>Annual Salary</b>	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
<b>Income Support</b>	Entitlement / Award letter – dated within the last 3 months
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Tax Credit</b>	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)

<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid
<b>Disability Living Allowance</b>	Relevant paperwork detailing entitlement and amount paid
<b>Any other income</b>	Entitlement / Award letter – dated within the last 3 months
	Relevant paperwork, e.g. evidence of income from self-employment

A copy of the evidence submitted will be securely stored within School. This will be processed by the Sixth Form Administrator and destroyed seven years after the application has been dealt with, in accordance with statutory financial regulations.

**The student must inform School immediately of any changes to status otherwise money may have to be paid back to the School.**

PLEASE NOTE: Passing the eligibility threshold in Group Two **does not** guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.

The Sixth Form at Horsforth assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding. No student will automatically be awarded a set amount of funding without an assessment of the level of actual financial need they have.

### **Essential Costs only**

The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

### **Payment of Bursary**

The Sixth Form at Horsforth to pay bursaries in-kind rather than cash as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.

Where in-kind payments are made, they are explained to the student the value of the payments and, if appropriate, how these have been deducted from their total bursary award.

The Sixth Form at Horsforth make bursary fund payments to student's own bank account. A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money.

Students must only spend the bursary payments they have made to them on the support that has been identified as necessary to help them participate in education. The Sixth Form at Horsforth specify students can only use the funds to pay for travel costs and/or a meal during the day, to buy equipment or any other support that has been agreed.

The terms/conditions are made clear to the student in their award letter/confirmation document.

Receipts for expenditure and purchases made with bursary funding form part of the audit and assurance of the scheme. They confirm that funding is being used for the reasons it was awarded. For standard weekly costs like travel and food, it may not be practical to collect receipts for every transaction, so costs may be evidenced initially by receipts then paid linked to attendance. Students could then be asked to provide receipts to the sixth form team at various points in the year (for example) which could form part of the terms/conditions set out in the award letter/confirmation document to students. Asking students to incur expenditure and provide a receipt first before

providing any funding does not reflect the policy intent which is why payment in kind rather than in cash is recommended by the DFE and the Sixth Form at Horsforth will encourage.

We do not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student cannot manage their own funds, the sixth form team will need to consider who will manage the bursary on the student's behalf.

The Sixth Form at Horsforth will not make a large or lump sum bursary payment to students. Unspent bursary funds will carry over to the next academic year to be spent on next year's applicants.

### **Awards Criteria for the Group Two Fund**

Awards will be made according to the following criteria:

1. Level of family income
2. Nature of the application – priority will always be given to essential curricular requests
3. The finances available within the fund

Except in exceptional circumstances, to continue to receive the awards students must perform above satisfactory standard and attain 90% attendance or above. Students' attendance, attitude to learning and progress will be reviewed regularly throughout the academic year and if required an 'in jeopardy' letter sent home. The award will not be paid the following term if the necessary requirements are not met following this warning. Late arrivals/applicants will receive a proportion of the bursary in line with the remaining time of the course.

The awards decision will normally be made by the **Director of Sixth Form**.

If there is insufficient funding to meet all of the requests, or if an award is rejected for reasons other than eligibility, the awards decision will be made by the 16-19 Bursary Board. Payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands/deadlines of their course. Reference will be made to the criteria stated above that students are expected to be performing above a satisfactory standard and attaining 90% attendance or above to receive an award.

### **16-19 Bursary Board**

Horsforth School's 16-19 Bursary Board will consist of the Leadership Link for Sixth Form; the Director of Finance and one Trustee Representative.

### **Appeals**

A three stage appeals process exists:

- **Stage 1:** Appeals must be made to the Leadership Link for Sixth Form. This will ordinarily simply provide clarification of the Award and eradicate factual errors.
- **Stage 2:** Written appeal to the Headteacher.
- **Stage 3:** Written appeal to a Trustees' Panel consisting of three Trustees at which both the applicant and the school have the right to be represented.

The outcome of this appeal will be final.

At no point in the process will the circumstances of other Bursary recipients be discussed for reasons of confidentiality.

Appeals must be made within two weeks of notification of the award decision. If the matter is unresolved, the Appeal Stage 3 will be heard, as soon as a meeting can reasonably be convened.

## Appendix 2: Information Letter for Year 11 Students about the Bursary Fund

Our ref: PCB/OWA/JWA  
July 2022

Dear Parent / Carer

### Re: 16 – 19 BURSARY FUND FOR SIXTH FORM STUDENTS

This letter contains information for students who are successful in joining Horsforth School Sixth Form this September. The 16 – 19 Bursary Fund is in place to support some students who face financial barriers when continuing with Sixth Form Education.

Eligibility for the Bursary is determined by various criteria and Horsforth School strictly adheres to the Leeds City Council and the Young Peoples Learning Agency advice. The aim is to support young people in care, care leavers, those in receipt of income support, disabled young people and those in a household with an income of under **£20,000** per annum. Passing the eligibility threshold, however, does not guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed as relevant differentiating factors. In the event of an award being made School must be informed immediately of any changes to status; otherwise money may have to be paid back to School. Payments may also not be approved if a student is failing to attend School regularly or failing to meet the academic demands/deadlines of their course. Students' attendance, attitude to learning and progress will be reviewed in November 2022 and March 2023 and if required an 'in jeopardy' letter sent home.

If you think you may be eligible for this Bursary Fund please could you contact Mrs J Waterworth, Sixth Form Administrator by email at [sixthform@horsforthschool.org](mailto:sixthform@horsforthschool.org) for an application form or alternatively students can collect a form from Mrs Waterworth's office. Please be aware that you will be asked to supply evidence of household income. If your bursary application is approved you will be able to claim up to the maximum value of your award by supplying receipts for purchasing essential educational items related to your course e.g. textbooks and equipment. Other support may be awarded such as bus passes and free school meals. This form will need to be completed and handed in to Mrs J Waterworth, together with financial evidence on the Year 12 enrolment day or as soon as possible after this.

If you require any further advice please do not hesitate to contact me.

Regards

Mr O Watkins  
Assistant Headteacher and Director of Sixth Form

Dear Parent / Carer / Student

**Re: 16 – 19 Bursary Fund 2022 /23**

Please find attached an application form for the 16 – 19 Bursary Fund for 2022 / 23. Please complete the form and return it to Mrs J Waterworth, Sixth Form Administrator, on Year 13 Enrolment Day.

Although you have been in receipt of funding during Year 12 we will require updated evidence of eligibility for an assessment to be made and we attach a table of suitable evidence to accompany your application. Photocopies are acceptable and any evidence submitted will be securely stored within School and destroyed six years after the application has been dealt with, in accordance with statutory financial regulations.

Please be aware that passing the eligibility threshold does not guarantee funding and the individual circumstances of applicants, funding available and the nature of the funding request will all be taken into consideration. In the event of an award being made School must be informed immediately of any changes to status; otherwise money may have to be paid back to School. Payments may also not be approved if students fail to attend School regularly or fail to meet academic demands/deadlines in courses. Students' attendance, attitude to learning and progress will be reviewed in November 2022 and March 2023 and if required an 'in jeopardy' letter sent home.

Upon receipt, your application will be assessed and you will then be informed in writing of the outcome.

Should you require any further information please do not hesitate to contact me.

Regards

Mr O Watkins  
Assistant Headteacher and Director of Sixth Form

Our ref: PCB/OWA/JWA  
September 2022

Dear Parent / Carer / Student

**Re: 16 – 19 BURSARY FUND FOR SIXTH FORM STUDENTS**

As requested please find attached an application form for the 16 – 19 Bursary Fund for 2022 / 23. Please complete this form and return it to Mrs J Waterworth, 6<sup>th</sup> Form Administrator, as soon as possible.

We also attach a table of suitable evidence required to accompany your application in order for an assessment to be made. Photocopies are acceptable and any evidence submitted will be securely stored within School and destroyed six years after the application has been dealt with, in accordance with statutory financial regulations.

As stated in our previous letter passing the eligibility threshold does not guarantee funding and the individual circumstances of all applicants, funding available and the nature of the funding request will all be taken into consideration. Upon receipt, your application will be assessed and you will then be informed in writing of the outcome.

Should you require any additional information please do not hesitate to contact me.

Regards

Mr O Watkins  
Assistant Headteacher and Director of Sixth Form



## Appendix 5: Application Form

# Application to Horsforth School 16-19 Bursary Fund 2022 / 2023 Financial Assessment Form

### 1.1: Learner Details

<b>Surname/Family Name</b>	
<b>First Name (s)</b>	
<b>Gender</b>	
<b>Date of birth (dd/mm/yyyy)</b>	
<b>Age on 31<sup>st</sup> August, 2022</b>	
	<b>You must be aged 16, 17 or 18 on 31<sup>st</sup> August, 2022 to apply</b>

### 1.2: Address Details

<b>Home Address</b>	
<b>Post Code</b>	
<b>Home Telephone No:</b>	
<b>Parent / Carer Mobile Telephone No:</b>	
<b>Parent / Carer Email address:</b>	

### 1.3: School / College Details

<b>Name of School or College</b>	
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## 1.4: Your Bank or Building Society Account Details

Your name should be in exact same format as it appears on your cash/debit card and statement

– **THIS MUST BE THE STUDENT'S BANK ACCOUNT.**

<b>Full Name of Account Holder:</b>	
<b>Name of Bank/Building Society:</b>	
<b>Branch:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	

## 1.5: Course Details

<b>Number of subjects being studied</b>	
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## 2.1: Financial Information

<b>Are you and / or your sibling(s) eligible for free school meals?</b>	Yes / No
<b>Sibling Name (s)</b>	

**Where you may be eligible to receive an award as a member of a named vulnerable, you will need to provide evidence to support that claim related to certain benefit categories on the following page.**

## 2.2: Parent / Carer Details

	<b>Person 1</b>	<b>Person 2</b>
Surname		
First name (s)		
Relationship to Learner		
Telephone		

### 2.3: Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

<b>Person 1</b>	Are you employed? (Yes/No)	If yes, please submit P60 for details
<b>Person 2</b>	Are you employed? (Yes/No)	If yes, please submit P60 for details

If you are not employed please tick the relevant boxes to indicate the benefits you receive

Benefit received	Income Support	Job Seekers Allowance	Employment Support Allowance	Incapacity Benefit	Carer's Allowance	Housing benefit	Council Tax Benefit
<b>Person 1</b>							
<b>Person 2</b>							

### 2.4: Financial Assessment – Other Income

Please tick the relevant boxes to indicate all other income received into the household

Other Income	Working Tax Credit	Child Tax Credit	Grants or Bursaries etc	Any other income/benefit – please specify
<b>Person 1</b>				
<b>Person 2</b>				
<b>Applicant</b>				Disability Living Allowance Employment Support Allowance

### 2.5: Additional Information

Please detail below any additional information with regards to funding such as transport requirements:

	<b>Examples of Types of Acceptable Evidence</b>
<b>Annual Salary</b>	P60 for last tax year, or week 52 (last week in March) payslip or month 12 (March) payslip
<b>Income Support</b>	Entitlement / Award letter – dated within the last 3 months
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Child Tax Credit</b>	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid
<b>Disability Living Allowance</b>	Entitlement / Award letter – dated within the last 3 months
<b>Any other income</b>	Relevant paperwork, e.g. evidence of income from self-employment

I declare that the information provided is correct and complete to the best of my knowledge and belief:

Parent / Carer Signature: \_\_\_\_\_ Student signature: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Appendix 7 - Letter of approval and details of award

Our ref: PCB/OWA/JWA  
October 2022

Dear XXXX

Thank you for completing your application form for the 16 - 19 Bursary Fund for 2022/23.

As we explained in the previous letter, eligibility for this fund is determined by various criteria. Horsforth School has strictly adhered to the means assessing criteria suggested by Leeds City Council and the Young Peoples Learning Agency. To pass the eligibility threshold, however, does not guarantee funding. All circumstances are considered on an individual basis, with reference to the information you have provided on your application form and the amount of the budget issued to the School by Leeds City Council.

I have now assessed your application and I am pleased to inform you that you are eligible for financial support from the School 16-19 Bursary Fund.

### **You are entitled to a total of £XXX for this academic year**

You will be able to claim up to the maximum value of your award by supplying receipts for purchasing essential educational items related to your course e.g. textbooks and equipment. If you are unsure as to whether your purchase would be considered essential please email Mrs Waterworth at [sixthform@horsforthschool.org](mailto:sixthform@horsforthschool.org) with details and cost prior to purchase. Receipts / invoices should then be submitted to Mrs Waterworth within a month of purchase. This will be reimbursed directly into your bank account within 10 working days after submission. If you are struggling to pay for a purchase up front school may be able to make the purchase on your behalf. Please again email Mrs Waterworth with full details if this is the case.

If you wish to appeal about the decision, please could you contact me as soon as possible. At no point in the process will the circumstances of other Bursary recipients be discussed for reasons of confidentiality. Please be aware that Year 12 students progressing to Year 13 will need to reapply in September 2023 using the same application process and that any unspent funds will not be transferred over to Year 13.

You must inform School immediately of any changes to status; otherwise money may have to be paid back to the School. **Please also be aware that payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands / deadlines of their course. In the unlikely event you do not complete your A Level course equipment paid for by the Bursary Fund must be returned to school.**

Regards  
Mr O Watkins  
Assistant Headteacher and Director of Sixth Form

## Appendix 7a - Letter of approval and details of award including transport support

Our ref: PCB/OWA/JWA  
October 2022

Dear XXXX

Thank you for completing your application form for the 16 - 19 Bursary Fund for 2022/23.

As we explained in the previous letter, eligibility for this fund is determined by various criteria. Horsforth School has strictly adhered to the means assessing criteria suggested by Leeds City Council and the Young Peoples Learning Agency. To pass the eligibility threshold, however, does not guarantee funding. All circumstances are considered on an individual basis, with reference to the information you have provided on your application form and the amount of the budget issued to the School by Leeds City Council.

I have now assessed your application and I am pleased to inform you that you are eligible for financial support from the School 16-19 Bursary Fund.

**You are entitled to a total of £XXX for this academic year plus an additional £XXX for transport expenses to and from school (please supply receipt for purchase of monthly bus pass).**

You will be able to claim up to the maximum value of your award by supplying receipts for purchasing essential educational items related to your course e.g. textbooks and equipment. If you are unsure as to whether your purchase would be considered essential please email Mrs Waterworth at [sixthform@horsforthschool.org](mailto:sixthform@horsforthschool.org) with details and cost prior to purchase. Receipts / invoices should then be submitted to Mrs Waterworth within a month of purchase. This will be reimbursed directly into your bank account within 10 working days after submission. If you are struggling to pay for a purchase up front school may be able to make the purchase on your behalf. Please again email Mrs Waterworth with full details if this is the case.

If you wish to appeal about the decision, please could you contact me as soon as possible. At no point in the process will the circumstances of other Bursary recipients be discussed for reasons of confidentiality. Please be aware that Year 12 students progressing to Year 13 will need to reapply in September 2023 using the same application process and that any unspent funds will not be transferred over to Year 13.

You must inform School immediately of any changes to status; otherwise money may have to be paid back to the School. **Please also be aware that payments may not be approved if a student is failing to attend regularly or failing to meet the academic demands / deadlines of their course. In the unlikely event you do not complete your A Level course equipment paid for by the Bursary Fund must be returned to school.**

Regards  
Mr O Watkins  
Assistant Headteacher and Director of Sixth Form

## Appendix 8: Letter of Decline

Our ref: PCB/OWA/JWA  
October 2022

Dear

Thank you for completing your application form for the 16 - 19 Bursary Fund for 2022 / 2023.

As we explained in the previous letter, eligibility for the Bursary is determined by various criteria and the Sixth Form at Horsforth strictly adheres to the Leeds City Council and the Department for Education guidance. To pass the eligibility threshold, however, does not guarantee funding and all circumstances have been considered on an individual basis, with reference to the information you have provided on your application form.

**I have now assessed your application and it is with regret that we are unable to offer you any financial support at this time.**

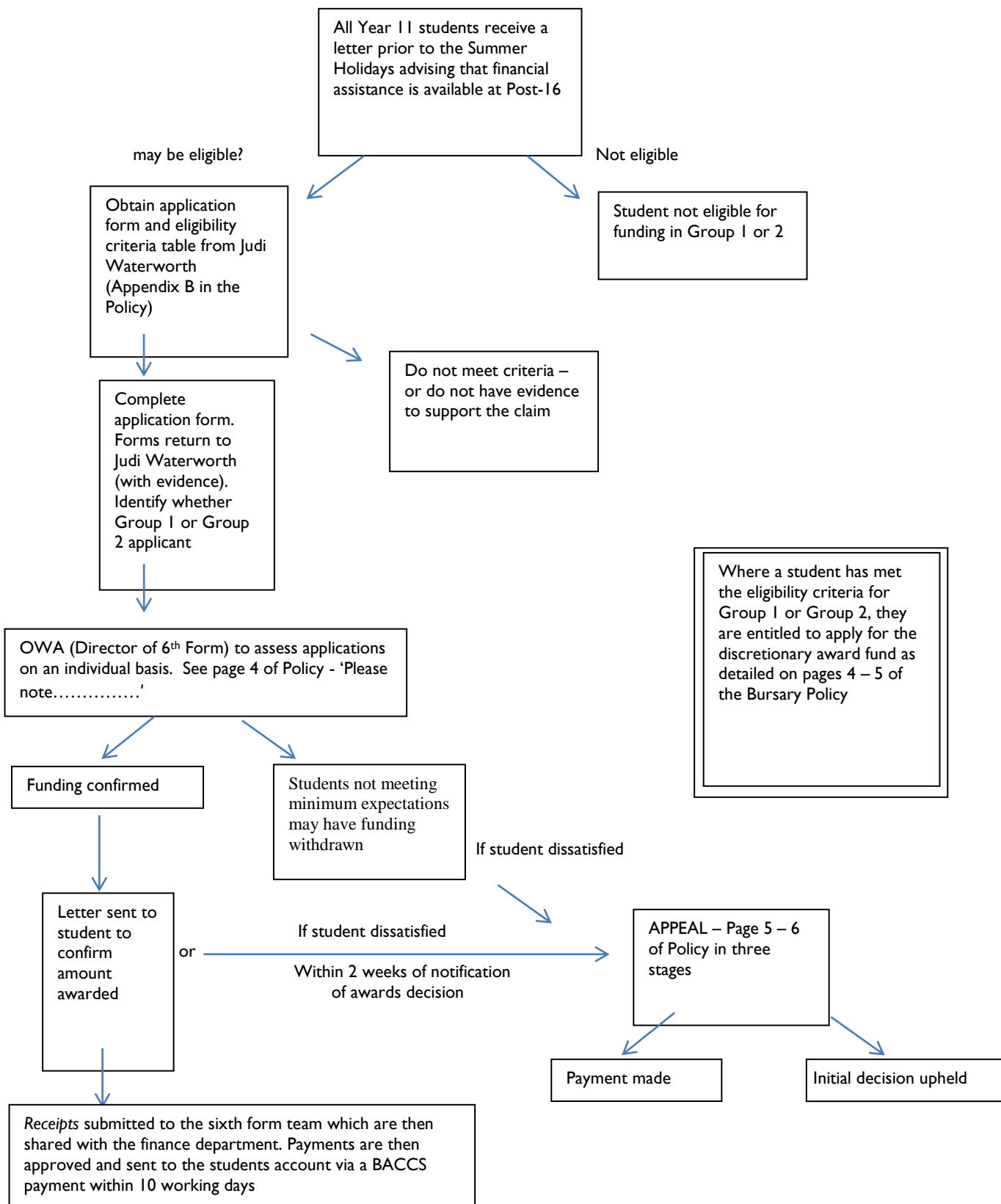
If you do wish to appeal the decision, please could you contact me as soon as possible.

Regards

Mr O Watkins  
Assistant Headteacher and Director of Sixth Form

**Appendix 9**

**Procedural Flowchart - 16 – 19 Bursary Payments**



**Department for Education 16 to 19 Bursary Fund: Summary.**

This is a list of the most important things that institutions should and shouldn't do when administering the 16 to 19 Bursary Fund:



Institutions should:

- Publish a policy or statement on their website setting out how they will use their bursary fund and what eligibility criteria they use.
- Consider the relevant local authority's transport statement when setting their bursary fund policy.
- Ensure application forms, bursary policies and any supporting information are clear that the bursary fund is intended to help students with their actual costs of participating. Institutions should ensure their forms avoid any terminology such as 'guaranteed bursary' or wording such as 'you will automatically get a bursary of £1,200 if you are in one of the defined groups'.
- Base all decisions about which students receive help from the bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These will vary from student to student. Institutions must carry out a financial assessment for each student to establish their household income, whether there is an actual financial need and what kinds of costs the student has.
- Fully verify each student's eligibility and need for a bursary for vulnerable groups before submitting any funding claim to the Student Bursary Support Service.
- Consider whether they can provide support to students in-kind – by buying a bus pass or books, providing a credit or voucher for a meal, for example.
- Retain evidence to show how they have determined the amount of bursary to pay each student and for cash payments, hold evidence to support the payment made.
- Ensure students are eligible for the bursary fund each year – their circumstances and needs can change so institutions should ensure students complete an application form for each academic year and the form should be signed by the student.
- Retain copies of any documents the student has signed to give formal agreement to their bursary fund conditions, including the impact on payments if they don't attend and the institution's rules about returning equipment paid for from the bursary funds.
- Consider having more than one person who can process bursaries, with segregation of duties or a contingency plan if that person was absent.



### 16 to 19 Bursary Fund checklist

**You should use this checklist when assessing student applications for support from the 16 to 19 Bursary Fund.**

#### Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

#### Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

#### Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.