



Introduction

Bursary funds are for essential education related costs based on your actual financial need. The bursary funds are not intended to:

- provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes

Attendance threshold will be 94% to trigger a letter home to inform students that, unless attendance improves, their bursary will be impacted. We want to support students in need as far as possible and all attendance issues will be considered on a case-by-case basis before a reduction is applied.

The value of bursary payment may be reduced in line with the table below, should attendance levels drop as shown. Individual circumstances will be taken into account and discussed with you in advance.

- | | |
|-----------------------------------|----------------------|
| • Attendance level of 95% or over | 100% bursary payment |
| • Attendance level of 90-94% | 75% bursary payment |
| • Attendance level of 85-89% | 50% bursary payment |
| • Attendance level below 85% | No bursary payment |

Background

The 16-19 Bursary are funds given to the college by the Government, therefore administration and allocation of money will be subject to strict governance and audit regimes.

Payments are based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution, and the requirements of the course of study.

Should you qualify, you will need to apply by completing the Bursary Application Form and provide supporting evidence. A Bursary Application Form can be requested from the Sixth Form office. Please read all the details overleaf carefully. All applications will be treated confidentially. Photocopies of documents will be taken and the originals returned to you as quickly as possible.

Types of Bursary / Entitlement Criteria

There are two types of 16-19 Bursary; a Vulnerable Bursary, and a Discretionary Bursary. To be eligible to receive either of these bursaries you must be aged over 16 and under 19 at 31 August 2025.

Vulnerable Bursary (V1)

Students in the defined vulnerable group are eligible for a bursary of up to £1,200 per year, and should be in one of the following:

- young person in care, including unaccompanied asylum-seeking children
- young care leaver
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment **and** Support Allowance (ESA) or UC in their own right
- If you are a parent, you will also need to be living away from your own parents to qualify

If you are applying for this level of support you will need to provide evidence in written form. Suggested forms of evidence include:

- a letter from the Department for Works and Pensions (DWP) setting out the benefits to which you are entitled
- written confirmation of your current or previous looked after status from the local authority that looks after you, or provides you with other leaving care services

Discretionary Bursary (D1, D2 & D3)

Discretionary Bursaries are aimed at students who would not be able to stay in education without financial help. There are three types of Discretionary Bursary.

D1 enables students to claim a larger sum for educational expenses than D2 and D3. The maximum award for D1 is £1,200 and for D2 is £900. However, the exact value of these bursaries will depend on the number of applications received each year.

You will qualify for the **D1** bursary if:

- you are in receipt of Free School Meals, and/or
- you have a household income up to £26,200

You will qualify for the **D2** bursary if:

- you have a household income between £26,201 and £30,500

To claim for the **D3** bursary there must be exceptional circumstances requiring a specific one-off payment. Please speak to the Sixth Form Team if you think you may be eligible for this.

Students who are eligible for V1, D1 or D2 bursaries, and who have additional travel costs may be eligible for a higher value of bursary. Please make your Sixth Form Team aware of any travel cost you will incur.

Required evidence to support applications

All applications will need to be accompanied by evidence from you and your parent/carer.

Vulnerable Bursary (V1)

- proof of being a Child in Care or a Care Leaver
- young person in receipt of Income Support or Universal Credit (UC) in your own name
- young person in receipt of **either** Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name **and** Employment Support Allowance or UC in your own name

Discretionary Bursary (D1 & D2)

- **current up to date** Universal Credit Notice (showing your total household income, as evidenced by your **three** most recent monthly UC Award statements.)
or
- **evidence of household benefits assessed by HMRC** (e.g. Tax Credit Awards, Child Tax Credits or Income Support). Please ensure that the documentation shows the household income

Discretionary Bursary (D3)

- **current up to date** Universal Credit Notice (showing your total household income, as evidenced by your **three** most recent monthly UC Award statements.)
or
- **evidence of household benefits assessed by HMRC** (e.g. Tax Credit Awards, Child Tax Credits or Income Support). Please ensure that the documentation shows the household income
or
- household wage slips covering the most recent **three-month** period

Your application should state the expenses/items you foresee needing financial support for. These may include; transport costs to and from college, books or equipment for courses, meals whilst in college, curriculum trips, visits and activities as part of your course, university open days and interviews, or any other costs related to your studies.

Should other costs arise during the course of the year, these can still be claimed for, providing they meet the criteria and you have not already received the maximum value of your approved bursary.

The maximum claim for a single item is capped at £500. A claim for any single item above £500 would require a written request, to the Sixth Form Team for their consideration.

Inaccurate or fraudulent applications

By signing the **16-19 Bursary Application Form** you agree that the information and evidence you provide in support of your application is correct and complete to the best of your knowledge.

False information given may mean that payments will cease, and that any overpayments will be recovered. Fraudulent applications will be referred to the EFA.

In order to receive financial support students must:

- meet college expectations relating to their conduct, progress and attendance
- maintain an attendance threshold of 95% or above
- attend any examinations you are entered for
- have signed and returned the **16-19 Bursary Application Form**
- adhere to all elements of the Bursary Guidance and Entitlement Criteria

These aspects will be reviewed throughout the year using an academic tracking system of your progress and attendance.

Further conditions of funding

You are expected to keep and provide receipts for all items purchased directly by you. These receipts should match the value of bursary funding awarded. Copies of receipts should be submitted to your Sixth Form Team at the end of each term, in an envelope with your name and Tutor Group clearly marked on it. A reconciliation of funding paid and costs incurred will take place at the end of each term. If receipts are not provided it may result in future payments being stopped and/or funds being recovered.

IT and other equipment with a value over £50 must be returned to the college when you have completed your study programme.

Making an application and by when

Application Forms are available on the college website or from the Sixth Form office. These should be completed and returned along with all supporting evidence no later than **Friday 26 September 2025**.

We are aware that personal circumstances may change during the year and an application after this date may be necessary. Please be advised, however, that late applications may mean reduced funds.

Should you need any further guidance please email sixthform@southdartmoor.devon.sch.uk.

Data confidentiality

- The 16 – 19 Bursary contract is between the college and you
- To respect your confidentiality the college will only discuss payment and contract issues with you, the student
- You can invite a parent/carer to accompany you to an appointment to discuss a bursary issue

When and how will I be able to access funding?

When your claim has been approved, depending on your application, you will be notified and either:

- receive monthly payments (October – June)
- payments will be made on your behalf or
- reimbursement will be made to you directly if you chose to pay up front for approved items.

Please see the 16-19 Bursary Application Form for more information.