

**Applying for a 16-19 Bursary  
Guidance Notes for Applicants**



SAFFRON WALDEN  
COUNTY HIGH SCHOOL

**What is the 16-19 Bursary Fund?**

The 16-19 Bursary Fund is a government funded scheme intended to help support those young people who face the greatest financial barriers to continuing in education or training after age 16. Individual schools and colleges are free to establish their own assessment and award criteria within broad guidelines set out by the government. The main restriction is that the funds must be used to assist with costs directly associated with education within Sixth Form and cannot be used to support a student’s general living costs. We receive a fixed sum of money each year to allocate to students which means that the amount of financial support an individual student receives may vary from year to year depending on the number of qualifying applications that are received.

**Do I qualify for a Bursary?**

You should be eligible to receive a bursary if you are aged under 19 on 31 August in the academic year in which you start your programme of study and you fall into one of the categories of bursaries below;

- **Vulnerable Bursary** – bursaries for defined vulnerable groups are assessed based on financial need to support participation at the Sixth Form, such as transport costs, meals or equipment
- **Discretionary Bursary** – discretionary bursaries awarded to meet individual needs such as transport costs, meals, essential books and equipment and assessed based on taxable household income

<p><b>Vulnerable Bursary</b>  (evidence may be required and should be attached with the application)</p>	<p>Any student who is:</p> <ul style="list-style-type: none"> <li>• in care</li> <li>• a care leaver</li> <li>• receiving Income Support, or Universal Credit 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</li> <li>• receiving Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right</li> </ul>
<p><b>Discretionary Bursary</b></p>	<p>A student who lives in a household where the gross annual taxable household income is <b>£25,000</b> or less may be entitled to payments from this fund. (Taxable income is any income that HMRC would include when calculating how much income tax you pay each year)</p> <p><b>Evidence required upon application to show TOTAL household income:</b></p> <ul style="list-style-type: none"> <li>• Universal Credit</li> <li>• Income based Jobseekers’ Allowance</li> <li>• Income related Employment and Support Allowance (ESA)</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• The guarantee element of the State Pension Credit</li> <li>• Child Tax Credit</li> <li>• Working Tax Credit</li> <li>• 3 months most recent payslips</li> </ul>
<p><b>Hardship Fund</b></p>	<p>At SWCHS we also run a Hardship Fund, where families can apply for some funding towards educational costs. If your household income is <b>£30,000</b> or less, you may be entitled to apply through this fund. <b>We would require the same evidence as above.</b></p>

## How do I apply for a Bursary?

Applications are made using this link <https://www.swchs.net/attachments/download.asp?file=1105&type=pdf>

Alternatively, you can request a paper copy from the school, or collect one from the Yr12 Office.

## What am I entitled to apply for?

As mentioned above the 16-19 Bursary Fund is intended to assist students in meeting the costs associated with attending Sixth Form. It cannot fund general living expenses. You may request assistance with any of the following.

- transport costs between home and Sixth Form
- the cost of course specific equipment such as art materials.
- the cost of visits, field trips etc. which form an essential part of your courses.
- the cost of stationery, printing, and essential books.
- we may be able to provide assistance for other costs related to your studies not included in this list.

Money will also be automatically be added to students WisePay accounts in order for them to buy food from any school and Sixth Form outlets. This is done each half term.

## How much will I receive?

Under the current rules of the scheme students who qualify for the Vulnerable Bursary may receive a bursary of up to £1,200 per year based on a financial needs assessment and the amount of support required to participate at Sixth Form. There is the possibility the award may be limited or assessed as not required.

Amounts paid to students qualifying for the Discretionary Bursary can vary from year to year depending on the amount of funding the school receives, the number of applicants and their individual needs. Our aim is to try to allocate the funds we have as fairly as possible and linked to individual need.

**Receipt of both categories of bursary in full is dependent on agreed standards of at least 90% attendance and behaviour scores at 3 or higher.**

## When do I apply?

You do not have to be enrolled at SWCHS before you can apply. If you apply early, we can confirm if you will qualify for financial support before you start your course. Applications should be made as soon as possible to be processed ready for September.

We will accept applications throughout the year (particularly if your financial circumstances change).

## When will I know if I will receive a Bursary?

We will normally send you a letter within approximately two weeks of receiving your fully completed application to confirm whether or not you qualify for financial support (it may be a little longer during holiday periods).

We will require you to send back the acceptance form with your current bank account details.

## Further details about the Bursary fund can be found here:

[16 to 19 Bursary Fund: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund)