



BRIXHAM COLLEGE SIXTH FORM

16-19 Bursary Fund

Policy & Application Form

Academic Year 2025 -26

1 - Introduction

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- **bursaries for defined vulnerable groups**
- **discretionary bursaries that institutions award using policies they set, in line with Education Funding Agency rules**

Bursary funding is to help eligible students with costs such as travel to and from school or college or buying essential books, meals, equipment or specialist clothing that are required for their study programme. These are items that the student would otherwise need to pay for to participate.

These could also include other essential course-related costs such as attending industry placements, university interviews or open days. Funding can only be used to support the costs of field trips that are an essential part of achieving a student's study programme goals.

Students will be assessed on their actual individual needs in addition to eligibility when applying for bursary funding. The award each student receives is based on their actual participation needs and not a flat or fixed rate payment that does not reflect the actual costs they face. We assess actual needs each year based on annual household income for the discretionary bursary.

2 - Categories of Bursary Fund

a) Bursaries for young people in defined vulnerable groups.

Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups.

The defined vulnerable groups **are students** who are:

- in care
- care leavers
- 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

b) Discretionary Student Bursary

The **discretionary bursary** is focused on making sure funding reaches those students who are most in need of financial support. We use household income to establish which students are eligible for the discretionary bursary before confirming the actual amount of support a student may need. Household income is used in conjunction with other factors, such as distance to travel from Brixham College and the number of dependent children in the household, as well as the actual participation needs the student has.

In order to help establish the amount awarded to a student the College will use the following criteria. However, the College will not make block payments solely based on this information, individual circumstance and needs will always take priority.

Eligibility band;

- a) annual household income of £16,190 or below
- b) annual household income of £16,190 - £20,187
- c) annual household income of £20,817 - £25,521
- d) Free School Meals eligibility.
- e) Wider family circumstances (single parent, a lot of children in family, additional responsibilities that may impact on help needed.)

In line with other providers in the area, students are eligible to apply for travel assistance if their household income is less than £25,521 per annum.

Both types of bursary funding (discretionary and defined vulnerable groups) are designed to help students overcome the individual financial barriers to participation they face and will only be awarded to those who genuinely need them. Students will only receive bursary funding to support the actual costs they incur to enable them to participate.

In all cases the decision of the College Bursary Committee will be final.

3 - Conditions of Funding

Students will be reviewed by the Committee before payment, concerning their attendance, timekeeping and general conduct. If there are any serious concerns raised during this review, the student may incur a reduction in their bursary allocation.

Where practical, we pay both vulnerable group and discretionary bursaries to students **in-kind rather than cash**. This helps ensure the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers, required books and required equipment.

Where we make in-kind payments, we explain to the student the value of the payments and, if appropriate, how these have been deducted from their total bursary award.

When we make Bursary Fund payments to students rather than providing support in-kind, we pay the funding by BACS transfer to the 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.

We insist that students only spend the bursary payments on the support that has been identified as necessary to help them participate in education. For example, this means we will specify students can only use the funds to pay for travel costs, to buy equipment or any other support that has been agreed. We will make the value of the award and any terms/conditions clear to the student in their award letter.

4 - In Year and Late Applications

At least 10% of the Bursary Fund allocation will be 'held back' for applications received after the initial deadline. This is to ensure that applications received later in the year/ emergency applications can still be considered and an award can be offered.

5 - Procedure for Application

To make an application, students should complete the application form attached.

Please ensure that you also **include the evidence required** to assess eligibility and determine household income.

Evidence could include documents such as P60s, self-employment accounts, wage slips, a letter from DWP, copies of online statements for UC. Any original documents will be treated in confidence and returned once the application has been verified.

The application form along with the necessary evidence should be placed in an envelope marked,

'6TH FORM BURSARY APPLICATION – PRIVATE & CONFIDENTIAL'

and handed in person to Mr Haines by FRIDAY OCTOBER 3rd 2025

Students who have queries regarding the application process should talk to Mr Haines, Head of Sixth Form.

All applications are then logged and passed to the College Bursary Committee for consideration. Recommendations for payments or required purchases are then sent to the Finance Team. The student will be notified at this time of the outcome of the application and any award being made.

We aim to make payments within 4 weeks of the receipt of the application.

Any appeals must be made in writing to the, Mr Haines, College Bursary Committee, Sixth Form, Brixham College, within 2 weeks of the student being notified of the award. Additional evidence to support any appeal may be required at this point.

Brixham College Sixth Form
Bursary Fund Application Form

Student Name _____ Year Group _____

Address _____ Postcode _____

Email _____ Contact No. _____

1- Which Bursary are you applying for? Vulnerable ☐ Discretionary ☐

2 -What is the reason for your application?

Be specific about why you require a bursary and what you will use it for. Please also indicate costs, either for individual items or annually (for example – travel)

This could include help with transport, meals, books and equipment and other essential course-related costs such as attending industry placements, university interviews or open days etc.

<i>Bursary is required for.....</i>	<i>Amount requested</i>

To allow us to set you up on our BACS automated payment system, please complete the information below:

Applicant Name:	
Name of Bank	Branch and Address
Sort Code <div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Account Number

I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should my attendance, general conduct and/ or punctuality drop below that which is required and expected my bursary payments can be significantly decreased or withdrawn completely.

I am aware that the funding covers only this College year and that I must reapply next year; there is no guarantee that I will receive funding for future years.

I have read and agree fully to the terms and conditions of this funding.

Signed _____ Date _____

Print Name _____

Signature of Parent/ Carer _____

Office use only

Evidence enclosed

Evidence approved

Still required

Application successful

Reason

Total amount of bursary

