

EMMANUEL COLLEGE

DISCRETIONARY BURSARY POLICY (16-19)



What is the bursary for?

Emmanuel College is committed to closing the attainment gap between students from different backgrounds and where the degree of affluence limits a student's ability to engage and participate in the whole of College life.

Who is the bursary for?

There are two categories of bursary:

Category 1

Students not living in the parental home, are in care, or are personally in receipt of Income Support, Universal Credit or Disability Living Allowance are eligible for a bursary of £1,200 per annum paid by instalments of £400 at the start of each term. Students can apply for this by contacting the College with the relevant documentary proof.

Category 2

For those living at home where household income is a financial barrier to attending Sixth Form or for students who are in receipt of Free School Meals, College has a discretionary fund. This bursary is aimed at assisting with the cost of school meals, travel expenses, cost of compulsory trips or specialist equipment. Note that in certain cases we may not be in a position to provide bursary support for more than one residential visit.

The criteria for receiving these bursaries are detailed on the application form, but consideration will be given to families facing unexpected financial hardship. Priority will be given where a Tax Credit Award Notice shows a household income of £21,500 or below but individual cases will be considered above this.

How is the bursary paid?

Emmanuel College operates a no-cash policy and payments will be made into the student's account by BACS transfer.

A contingency fund is available for students that have successfully applied for the discretionary bursary. Payments from this fund will only be made in exceptional circumstances on the condition of urgent financial need.

Students in receipt of a discretionary bursary should notify Miss Thompson, Sixth Form Pastoral Lead, if their circumstances change.

How do I apply for the bursary?

Each application for a 16-19 bursary is considered by Miss Thompson, Sixth Form Pastoral Lead. Students who wish to make an application for a discretionary bursary should do so no later than 30 September each year. Applications should be made using the form accessible from the links below:

[Application Form](#) and [Bursary Claim Form](#)

Continued receipt of the bursary award is conditional upon a student abiding by the terms of the signed Sixth Form Learning Agreement.

What if I am not awarded a bursary?

The Bursary Appeals Panel at Emmanuel College consists of the Principal, Vice Principal (Students) and the College Business and Finance Manager.

Stage 1 Students appealing to the Bursary Appeals Panel should outline their reasons in writing to the Principal.

Stage 2 The Bursary Appeals Panel will consider and respond to appeals within two weeks of receipt. If the appeal is upheld, it will be referred back to Miss Thompson with recommendations.

Stage 3 If the appeal is not upheld the appealing party can lodge a complaint according to the College's Complaint Procedure.