



EMMANUEL AND
GRACE COLLEGE
Associated Sixth Form

Associated Sixth Form 16-19 Bursary Policy

What is the bursary for?

We are committed to closing any 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 eligible?

There are two categories of bursary which students may be eligible for: discretionary and vulnerable student bursary.

Discretionary bursary

A discretionary bursary is available for students facing genuine financial barriers to participating in education. The bursary exists to help students pay towards the costs incurred to remain in full time school education. Students will be entitled if they meet either of the following criteria:

- They are in receipt of free school meals.
- Their household income is less than £30,000 per annum before tax (this includes tax credits, benefits, disability living allowances, etc).

Bursary funds may also be available to students in exceptional circumstances where funds allow.

Vulnerable student bursary

This is available to students who meet any of the following criteria (this must apply to the student and not the parent/carer):

- In care.
- Care leavers.
- In receipt of Income Support, or Universal Credit in place of Income Support.
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.

Students in receipt of a vulnerable student bursary may also apply for the discretionary bursary.

How do I apply?

Students who wish to make an application for a bursary should do using [this form](#). Students who wish to make an application for a discretionary bursary should ideally do at the start of the autumn term. However, applications can be made throughout the year should a student's circumstances change.

Each application for a 16-19 bursary is considered by Mr B Wood, Assistant Head of Sixth Form.

Continued receipt of the bursary is conditional upon a student abiding by the terms of the signed Sixth Form Learning Agreement. Students in receipt of a discretionary bursary should also notify Mr B Wood, Assistant Head of Sixth Form, if their circumstances change.

How is the bursary paid?

The discretionary bursary payments are operated on a claim and reimbursement basis. Claims can be made throughout the academic year by submitting bursary claim forms along with receipts of purchases. Once approved, these receipts will be reimbursed via BACS to the student's bank account.

The vulnerable student bursary is a yearly bursary of up to £1,200 and is paid in three instalments of up to £400 each by BACS into the student's bank account at the start of each term.

What can be claimed for?

The bursary is to be used for items necessary for post-16 studies. Some examples of how the bursary can be spent are:

- School equipment (e.g. stationery, books, school bag).
- School uniform (including outwear which are in line with the uniform policy).
- School visits.
- Public transport expenses to school.
- Electrical equipment (e.g. laptop, printer, tablet).
- Enrichment / induction expenses.
- Meals purchased in the College restaurant up to the value of £2.75 each day.
- Travel expenses to university interviews/visits (accompanied by used tickets/receipts and an invitation to the open day).

It is a good idea to ask us in advance about whether an intended purchase is likely to be covered by the bursary.

How do I claim?

- Claims for purchases must be made using the [claims form](#).
- Valid original receipts must be included for **all** claims, with a legible date that is no more than six months old.
- Online purchases must be delivered to the student's home address on Bromcom.
- The amount claimed must be the amount paid after discounts/promotions/offers have been applied.
- Payment can only be paid into the student's bank account.
- Claims for school visits, purchase of revision guides or any other purchase which would require payment on ParentPay should not be paid via ParentPay, and instead should be approved by the Head of Sixth Form who will inform Finance.

What if I am not awarded a bursary?

The Bursary Appeals Panel consists of the Acting Principal/Head of School, a Vice Principal and a College Business and Finance Manager.

- **Stage 1:** Students appealing to the Bursary Appeals Panel should outline their reasons in writing to the Acting Principal/Head of School.
- **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 to Mr B Wood with recommendations.
 - If the appeal is not upheld, the appealing party can lodge a complaint according to the College's complaint procedure.