

16-19 BURSARY FUND EVIDENCE REQUIREMENTS 2023/2024

What is the 16-19 Bursary Fund and who can apply?

The 16-19 Bursary Fund provides financial help to young people aged 16-19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, behaviour and commitment to completing their course. The Bursary Fund provides financial support to help students aged over 16 and under 19 at 31st August 2023 (for support in the 2023/2024 academic year). The 16-19 Bursary are funded by the Education and Skills Funding Agency.

Students aged over 19 can apply for the discretionary bursary if they have an Education, Health and Care Plan (EHCP) or are continuing on a course they started aged between 16 & 18 (a 19+ continuer).

Eligibility for financial support does not mean that students will automatically receive the full amount of funding. NTG receive bursary funds on an annual basis from the Education and Skills Funding Agency and therefore funding is limited.

The Bursary Fund Levels

Level 1 – Student must be aged 16-18 on 31st August 2023 to be eligible for this bursary. This will be paid weekly in arrears on a Thursday into your bank account during term time. A Bursary of up to £1200 a year, the amount of this award will be based on the financial needs of the Student, and is only available to learners who are:-

- Under the age of 19 when enrolled on their course
- In care/ or a care leaver
- In receipt of Income Support or Universal Credit in their own name because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- In receipt of Disability Living Allowance (or Personal Independence Payments) AND Employment Support Allowance or Universal Credit in their own right

EVIDENCE REQUIRED FOR Level 1 Bursary

- Letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your previous or current looked after status.
- An entitlement/award letter dated within the last 3 months , this letter needs to confirm your name, address and that you receive Income Support/Universal Credit
- For Students in receipt of Universal Credit, also required is evidence of living independently e.g utility bills in Student's name
- For Students in receipt of Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in your own name – an Entitlement Award Letter dated within the last 3 months which confirms your name address and that you are in receipt of both benefits.

Level 2 Discretionary Bursary

Students who have a total Household Income of £30,000 or less.

EVIDENCE REQUIRED FOR LEVEL 2 DISCRETIONARY BURSARY

- Current Tax Credit Award Notice (full letter showing all pages)
- Current (Income Assessed) Benefits/Universal Credit claim letter dated within last 6 months
- The last 3 Universal Credit statements – showing all allowances and any take home pay (full statement with all pages) with net earnings not exceeding £7,400 per annum
- Letter from Local Authority confirming Housing Benefits/Council Tax Benefit – dated within the last 6 months
- Bank Statement indicating regular payments from Benefits Agency
- Wage slips (minimum 3 months)
- Proof of recent tax return if self employed
- Other evidence may be requested in order to assess each bursary application and a copy of this evidence must be retained for audit purposes in line with ESFA guidance.

Level 3 – Travel Bursary

Students who have a total Household Income of over £30,000 but less than £35,000

EVIDENCE REQUIRED FOR LEVEL 3 TRAVEL BURSARY

- Pay slips (minimum last 3 months)
- P60 End of year certificate
- Bank Statement for previous 3 months
- Self Assessment Tax calculation (SA302) if self employed
- Other evidence may be requested to assess proof of income and household circumstances – other benefits, pension awards

Please note:-

Payments of all bursaries are dependent upon your attendance, behaviour and commitment to your course, with no unauthorised absence or lateness.

If a Student's attendance falls below 90%+ then payment may be stopped until such time as attendance improves.

