

16 to 19 Bursary: 2020 - 2021 Frequently Asked Questions

What can I spend my bursary on?

The bursary can be spent on anything which will be beneficial to your education. This could include, but is not limited to, the following:

- Text books or other books related to your subjects
- School resources deposit
- Stationery / revision aids
- Laptop, tablet, printer, ink, etc.
- School trips and visits
- School lunches (money will be added to your cashless catering account for use in the canteen)
- School bag, shoes, clothing or equipment
- Transport costs – bus fares, petrol contribution (based on home-school mileage)
- Transport or accommodation for university/job interviews
- Exam fees

If you are unsure if something could be included or not, please ask either at the Finance Office or contact Ms Tapscott in Sixth Form.

How do I spend my bursary?

There are three ways to spend your bursary:

- **Buy/pay for the item yourself and reclaim the funds from your bursary.** Complete the "Bursary Reimbursement Form" and hand it into the finance office who will process a refund into your bank account within a week. Remember to check before you buy your item that it is included in the list of approved items.
- **Ask the school to order the item for you and pay for it directly from your bursary.** Complete the "Bursary Order Form" and hand in to the finance office. The order will be placed and you will be contacted via your school email account when the item is available to collect.
- **Petty cash - for items under £20 claim cash.** Complete the "petty cash form" attach your receipt(s) and bring to the finance office to claim cash back immediately.
- **School lunches.** We will add money to your cashless catering account for you at the beginning of each week (max £2.50 per day or £12.50 per week). Email the finance office on finance@stroudhigh.gloucs.sch.uk BEFORE breaktime with your name and the amount you would like added and that will be available by lunchtime.

All of these forms are available to download on the school website or to collect from either the finance office or Sixth Form Reception.

Am I eligible for a grant?

Because there are only limited funds, schools have to make sure that grants reach those most in need of support.

To be eligible for **Level 1** funding you have to show evidence of:

- Being a young person in care
- Being a care leaver (young people who cease to be looked after or accommodated)
- Being in receipt of Income Support
- Being a disabled young person in receipt of Employment Support Allowance and Disability Living Allowance

To be eligible for **Level 2** funding you have to show evidence of being in receipt of Free School Meals. This shows that you are in receipt of certain benefits and must be renewed every six months.

To be eligible for **Level 3-5** funding you have to show evidence of financial hardship. Each application will be considered on individual circumstances.

What "evidence" do I need to show?

The application form gives examples of evidence that might support your application for a grant. If you do not have any of these but would still like to be considered, you should write a letter to the Headteacher and attach it to your application giving clear details about your household's income.

When should I apply?

Applications are considered at any time throughout the year. However, it is in your interest to apply as soon as possible, as funding is limited. You should submit your application to Sarah Tapscott, Head of Sixth Form. If you have been awarded a Bursary, it will last for the academic year, unless your circumstances change, so you won't need to apply again. New applications can be submitted at any time for consideration.

In the event of an emergency, you should talk to the Head of Sixth Form as grants may be awarded in extreme cases.

Will I automatically get what I apply for?

If you qualify for Level 1 funding, you will be entitled to this grant. Level 2, 3, 4 and 5 funding is discretionary and will be allocated depending on need and funds available. The more information you put into your application about what you will find difficult to fund and why, the more easily the school will be able to assess your needs.

How will I know what I might find difficult to fund?

If you travel by bus to school, think about how much this is going to cost for the year. Might you need to travel to other course related events, or do you plan to travel to University open days? Talk to the teachers of the courses you are on. Are there any costs associated with the course, such as textbooks or other equipment? Will there be any costs associated with the exams or modules? Are there any trips that are part of the course? You may need access to a computer at home to support your studying. Also think about meals while you are at school.

Will the grant be paid in cash?

Levels 1 funding may be paid monthly by BACS transfer directly into your (the students) bank account. Level 2, 3, 4 and 5 grants will be paid at the discretion of the school and may be paid in kind such as meals, course materials or travel passes, or into a student's bank account upon production of receipts of goods purchased.

Can I keep books, laptops and other equipment when my course has finished?

It depends on what the item is. Government guidelines state that books and other equipment must be returned to the school to enable them to be re-used by other eligible students. At the present time Stroud High School does not expect you to return books or equipment purchased with your bursary, however if you are unsure please discuss individual items with the finance office. You will not be required to return consumables, such as pens, paper etc.

Can the grant be paid into someone else's (such as another family member) bank account?

No, BACS payments will only be made into the named account of the applicant.

What should I do if I don't agree with the Panel's decision?

Students are entitled to appeal against the decision made in relation to their application for a Bursary or the withholding of payments. Students should write a letter of appeal to Mark McShane, Headteacher. This will be forwarded for consideration by the Appeal Panel of the school. The Appeal Panel consists of Sarah Tapscott: Head of Sixth Form, Sandra Thomson: Business Manager, and a school governor. The outcome of this reconsideration will be notified in writing and is final.

Where can I get further information?

Talk to Sarah Tapscott, Head of Sixth Form, the finance office or sixth form student support.

**TO APPLY FOR A 16-19 BURSARY DOWNLOAD THE INFORMATION
AND APPLICATION FORM FROM THE SCHOOL WEBSITE**

<https://www.stroudhighsixthform.co.uk/admissions/bursaries>