



## **Financial Support Guidance**

### **16-19 Bursary Fund**

Please find details below of funding assistance that may be available to you providing you are attending a full time Government Funded Further Education course.

#### **16 – 19 Bursary Fund Scheme**

The Bursary Fund Scheme is made up of two parts:

- a) Guaranteed Bursary – if you are in care, a care leaver or in receipt of Income Support or a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance you will be entitled to £1,200. This will be paid to you by instalments.
- b) Discretionary Bursary – if you do not qualify for the guaranteed bursary but have a household income under £25,000, you may be able to apply for some funds to support things like travel, meals whilst attending the course or course related equipment.

#### **How can I apply for this Bursary?**

Complete the attached application form and return it to the Sixth Form College Administration Office – you can apply whether you are in Year 12 or 13.

#### **What happens if I am currently receiving support from the Discretionary Bursary Fund?**

Given that your circumstances or courses may have changed since your application was agreed for the academic year 2017/18, you will need to re-apply for the fund for the new academic year 2018/19.

#### **What Travel Assistance is Available?**

West Sussex County Council have a detailed information page in relation to the various travel schemes that you may be eligible for – this can be accessed on the County Council website at:

[http://www.westsussex.gov.uk/learning/ages\\_16\\_and\\_adults/travel\\_guidance\\_for\\_post-16\\_st.aspx](http://www.westsussex.gov.uk/learning/ages_16_and_adults/travel_guidance_for_post-16_st.aspx)

## **How Can I Contact You?**

For further guidance or advice, please contact a member of the Sixth Form College Administration Team between the hours of 9.30am and 3.00pm on 01903 810526 or e-mail [sformer@sgs.uk.net](mailto:sformer@sgs.uk.net)

## **Prioritisation of 16-19 Bursary Funds**

In line with the guidance issued by the EFA (Education Funding Agency), support funds will be considered, assessed and prioritised as follows:

1. Students in care, leaving care, in receipt of Income Support, disabled and in receipt of Employment Support Allowance and Disability Living Allowance will be awarded a **guaranteed** bursary of £1,200.
2. Students with a household income under £25,000 may receive help towards equipment/materials, travel costs and other course related costs.
3. For students with a household income greater than £25,000, but where exceptional circumstances apply, applications will be assessed on a case-by-case basis.

Applications will be considered, taking the above factors into account, in date received order until funding is exhausted or by the close of business on 31<sup>st</sup> March 2019, whichever is the sooner.