

April 2018

Dear Student

16-19 Bursary Fund Scheme

Steyning Grammar School has been allocated funds by the Government in order to provide a Bursary Fund for students who wish to apply for financial assistance to enable them to stay in Post 16 education. The purpose of the fund is to support students who are vulnerable, or in hardship and have difficulty in paying for books, materials, travel expenses etc.

There are two types of bursary that you can apply for:

- Guaranteed Bursary
- Discretionary Bursary.

A Financial Support Guidance document is enclosed detailing the criteria with regards to each scheme so that you can establish whether you qualify for financial support.

If you wish to apply for consideration, please complete an application form and return it to the Sixth Form College Administration Office, together with requested documentation by no later than Friday, 14th September 2018 (please mark your envelope with Discretionary Bursary Application). The school will then assess all applications to establish what level of support can be offered. Please note that funds are limited, therefore funding may not be guaranteed.

If your application is successful, we will contact you to confirm how payments will be made and when. At this stage, any grant is likely to be broken down into instalments, with one payment made in each term subject to attendance, behaviour and standard of work – you will be asked to enter into a contract with the school which details the expectations in these three areas.

Should you have any queries or concerns, please do not hesitate to speak to a member of the Sixth Form College Administration Team.

Yours faithfully

Mrs J M Burroughs
Business Manager