North Tyneside Schools’ 16 to 19 Bursary Scheme 2015/16

Application form and guidance

If you are starting Year 12, 13 or 14 at a North Tyneside school in September 2015, you might be entitled to a bursary to help with costs during term time.

Read inside for details.

Please note that we can provide information in other formats such as large print or Braille.
1. What is the 16 to 19 School Bursary scheme?

The 16 to 19 Bursary scheme provides financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance, behaviour and progress.

In North Tyneside, all secondary schools with a sixth form have agreed a joint scheme called the North Tyneside Schools’ 16 to 19 Bursary Scheme. The scheme is being administered on behalf of schools by North Tyneside Council.

Other post-16 providers in North Tyneside and the surrounding area are operating their own bursary schemes and will be able to give you further information on their arrangements.

2. Who is eligible for the bursary scheme?

To be eligible, you must:
- Attend a participating school/Local Authority provider in North Tyneside which is part of the scheme (see page 3 for a list)
- Be starting Year 12, 13 or 14 in September 2015
- Be aged between 16 and 18 on 31 August 2015

In addition, there are eligibility criteria for the different levels of bursary available. You only need to meet one of the criteria below to be eligible:

**Tier 1 Bursary**
You must be:
- In care
- Have left care having been in care for a minimum of 3 months from the age of 14
- In receipt of Income Support (or Universal Credit)
- In receipt of both Employment and Support Allowance (or Universal Credit) and Disability Living Allowance or Personal Independence Payment

**Tier 2 Bursary - Discretionary**
- Eligible for Free School Meals
- A family in receipt of Working Tax Credit and with a gross household income* of £17,500 or less.
- A young person aged 16–18 looking after a sick or disabled relative
- Families with a gross household income* below £30,000

In addition, we will consider students experiencing hardship, severe need or an emergency. Typically, circumstances could include:
- Family breakdown / domestic crisis
- Recent parental unemployment
- Severe financial hardship
- Other circumstances will be considered (please tell us)

*Household income is worked out using your earnings/income plus any Tax Credits you receive
This is a flexible fund to respond to hardship and you must be able to demonstrate financial hardship to access the discretionary bursary. The typical criteria to assess your application include:

- Your particular circumstances and why you need a discretionary bursary
- What you will use the discretionary bursary for i.e. a detailed account of how you will spend the money
- Your household income. Usually we will only consider households with a gross income below £30,000, **but** special circumstances will be considered
- The number of dependant children/young people in your household

You **must** first seek approval from your Head of Sixth Form for any Discretionary Bursary application in group 2d (see page 8). Receipt of other support funds, such as allowances or bursaries, will be taken into account in determining any Discretionary Bursary payments. The availability of the Discretionary Bursary is subject to affordability.

Applications go before a panel made up of Heads of Sixth Form. The panel meets regularly to assess applications and agree the level of financial support.

**Household income for Tier 2 bursaries includes:**

- Wages
- Benefits
- Tax Credits
- Rental income
- Share dividends
- Interest on savings

### 3. How much is the bursary?

For students eligible for:

**Tier 1**  
£1400 for the full academic year

**Tier 2**  
Up to £750 for the full academic year

### 4. Is my school part of the North Tyneside schools’ scheme?

The following schools / Local Authority providers are all part of this scheme.

- Beacon Hill School
- Burnside Business & Enterprise College
- Churchill Community College
- George Stephenson High School
- Longbenton Community College
- Monkseaton High School
- North Tyneside Council Adult Learning Alliance
- Seaton Burn Community College
- St Thomas More Academy
- Whitley Bay High School
- Woodlawn School
5. What can I use the bursary for?
The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course and / or living expenses.

6. Are there any conditions attached to the scheme?
- Yes. Your school/provider will expect you to demonstrate good attendance, behaviour and progress. They will discuss the standards that they consider acceptable. Continued receipt of your bursary award will be conditional on you meeting these standards (see also ‘How will you pay me?’, no.10).

- Submission of proof of expenditure

7. How do I apply?
Complete the form at the back of this pack and return to:

North Tyneside Schools' 16 to 19 Bursary Scheme
North Tyneside Council
Langdale Gardens
Wallsend
NE28 0HG

8. When do I need to apply by and how will I hear the outcome?
The first application deadline for the first round of payments is 18 September 2015.

We will accept applications after this date but this will mean a delay in your payments. Any late applications or transfers from other Bursary Schemes will be eligible for payments from the date on which the application is received.

We will write to tell you the outcome of your application.

We will also contact you if we need more information from you to process your application.

If you supply all of the information requested your payment will be assessed and, if eligible, there will be no delay in your payments. If we have to request further information it will delay payment.

9. What should I do if I’m not happy with your decision?
If you think we have incorrectly assessed your eligibility, please contact us on 0191 643 2288 to discuss your application.

10. How will you pay me?
Tier 1 payments are made in 6 instalments covering each half term providing you meet the attendance, behaviour and progress standards as agreed by your school.
Tier 2 payments are made in a number of instalments, depending on the amount awarded. Details will be in the letter notifying you about your bursary.

All payments will be made into your own bank account by a process called BACS transfer. Please note that BACS payments can take up to 3 days to transfer to your account.

It is essential that you have a bank account in **your** name as payments can only be made into your own account via a bank transfer. Cash payments will not be made.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

**11. When will my payments start?**

Once your application is approved, we will send you a letter confirming the dates when you will be paid.

Instalment payments will only be made after your school confirms you have met the required standards of attendance, behaviour and progress. **Payments will be stopped if you do not maintain these standards** and/or don’t provide evidence of expenditure.

**12. How long will I receive payments for?**

As long as your school confirms that you are meeting the required standards of attendance, behaviour and progress, payments will continue for the duration of the academic year 2015/16.

There is no guarantee that you will receive funding next year even if you are eligible this year and you must re-apply for 2016/17. A new application for a bursary must be made each year.

**13. What happens if my financial or living circumstances change?**

If you have a change of circumstances you must let us know immediately in writing.

If you change your bank account details you must also write to us immediately. We will need to check your signature against your original application so we can only accept changes to banking details received by post.

If you transfer to another school within the North Tyneside scheme, you must let us know in writing.

If you leave school before completing your course, your payments will be stopped.

If you transfer to another school or post-16 provider which isn’t in our scheme you will need to ask them about their own bursary scheme. Please be aware that their terms and conditions and payments may be different.
14. Who do I contact if I have any questions?
If you have any questions about the North Tyneside Schools’ 16 to 19 Bursary you should in the first instance speak to your Head of Sixth Form in the school.

Support, help and advice is also available from Connexions North Tyneside and the North Tyneside Student Support Helpline (0191 643 2288)

15. Privacy Notice
The Data Protection Act 1998 gives you the right to know who holds information about you and what is done with the data. The law says that we have to tell you who is the “Data Controller” – this is the person or organisation that decides how your information is used and stored. In the case of applications to the North Tyneside 16-19 Bursary Scheme, the Data Controller is North Tyneside Council.

Your information will be kept safe and secure and treated with care and respect. It will only be used to process your bursary application. We may need to check some of the information you have provided against other information held by the Council, in order to decide whether you are eligible for a bursary. For instance, we may check our records to make sure you are entitled to Free School Meals, if you have ticked this section of the form.

We have to pass some statistical information to the Education Funding Agency for monitoring purposes, but this will not include anything that can identify individuals.

If you have any queries about how we use your information, please contact:

North Tyneside Schools’ 16 to 19 Bursary Scheme
North Tyneside Council
Langdale Gardens
Howdon
Wallsend
NE28 0HG

Keep this section for your information
# North Tyneside Schools’ 16 to 19 Bursary 2015-2016 Application Form

Please complete the application form using **BLOCK** capitals in black pen. All supporting evidence must be clear photocopies.

## Your personal details

<table>
<thead>
<tr>
<th>First name:</th>
<th>Surname:</th>
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<th>School:</th>
<th>D.O.B.:</th>
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<table>
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<tr>
<th>Contact phone numbers:</th>
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<tr>
<td>Mobile:</td>
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<table>
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<tr>
<th>Email address:</th>
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## Tier 1 bursary

Payment of £1400 in instalments during term time only

<table>
<thead>
<tr>
<th>Eligible groups for this bursary:</th>
<th>Tick</th>
<th>Supporting evidence required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young person in care or care leaver</td>
<td>☐</td>
<td>Local Authority data will be used. If you have been in care outside North Tyneside, please supply the name of the Local Authority:</td>
</tr>
<tr>
<td>Young person in receipt of Income Support</td>
<td>☐</td>
<td>Please attach benefits paperwork dated within the last 6 weeks.</td>
</tr>
<tr>
<td>Young person in receipt of <strong>both</strong> Employment Support Allowance and Disability Living Allowance or Personal Independence Payment</td>
<td>☐</td>
<td>Please attach <strong>both</strong> benefits paperwork dated within the last 6 weeks.</td>
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</tbody>
</table>

## Tier 2 bursary - discretionary

Payment of up to £750 in instalments during term time only

<table>
<thead>
<tr>
<th>Eligible group for this bursary:</th>
<th>Tick</th>
<th>Evidence to provide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2a</strong> In receipt of Free School Meals for 2015/16.</td>
<td>☐</td>
<td>No proof needed as Local Authority data will be used to confirm eligibility.</td>
</tr>
<tr>
<td><strong>2b</strong> Families in receipt of Working Tax Credit and/or a gross household income of £17,500 or less. This is Earnings/Income plus any Tax Credits. See page 2 &amp; 3.</td>
<td>☐</td>
<td>Please attach Tax Credit award notice (TC602 all pages) and proof of household annual income.</td>
</tr>
</tbody>
</table>
Complete if applying for a Bursary Fund

<table>
<thead>
<tr>
<th>Tier 2 bursary - discretionary continued</th>
<th>Tick</th>
<th>Evidence to provide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2c</strong> Young person looking after a sick or disabled relative</td>
<td>☐</td>
<td>The Local Authority will confirm eligibility with North Tyneside Carers' Centre and/or your School.</td>
</tr>
<tr>
<td><strong>2d</strong> For eligible students experiencing hardship, additional needs or emergency.</td>
<td>☐</td>
<td>A letter detailing individual circumstances along with accompanying evidence e.g. Tax Credit award notice (TC602) and proof of household annual income. The application is supported by the Head of 6th Form (or equivalent) and signed below: Name: ____________________________ Signature: ____________________________ Date: ____________________________</td>
</tr>
</tbody>
</table>

See notes on page 2 & 3.

How do you intend to spend your bursary?
Please list specifically how you will spend your Bursary:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Details</th>
<th>Costs</th>
</tr>
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<tr>
<td>Books and equipment</td>
<td></td>
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<td>Fees, exam re-sits</td>
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<tr>
<td>Transport costs e.g. daily travel costs</td>
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<tr>
<td>Emergency accommodation and meals. e.g. if not on FSM the cost of food per day</td>
<td></td>
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<tr>
<td>Course trips</td>
<td></td>
<td></td>
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<tr>
<td>Interviews and open days e.g. clothes/ travel costs</td>
<td></td>
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<tr>
<td>Other costs (please specify)</td>
<td></td>
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</tbody>
</table>

**Remember** – you will be asked to provide receipts to support your claim and payments will stop if none are provided.
To be completed by all students

Your bank or building society account details

Account holder name___________________________________________________
Name of bank / building society________________________ Branch: __________
Account number (8 Digits) _______________________________Sort Code: ___/___/____
Building society roll number (if applicable) _________________________________

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform the North Tyneside Schools’ 16 to 19 Bursary Team in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Learner Agreement or equivalent standards of attendance, behaviour and progress as defined by my school/provider.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading. I understand that if I falsely claim bursary my details may be referred to the Department of Education or the police.
- I agree to repay any bursary monies paid to me if I stop attending my programme of study.
- I am aware that any bursary covers only the academic year 2015/16.

Information provided will be treated as confidential and will only be used to:

- Help us ensure all your learning needs are met.
- To check your entitlement for a Bursary.
- Fulfil our reporting obligations to our funders.

Signed:_________________________________________ Date:______________
Full Name (in block capitals):____________________________

Check list…have you:

☐ Signed and dated your application
☐ Sought the Head of Sixth Form’s approval and signature (Tier 2d only)
☐ Completed all details fully (including phone numbers where we can contact you)
☐ Supplied supporting evidence as listed for each bursary level
☐ Completed your bank details
☐ Provided clear copies of any financial information or supporting information
Office use only

Notes from Bursary Panel

Date:
Attendees:

Panel Chair
Signature

For local authority use only

Date received: _______________________
Copies of evidence attached: Y / N

Signature: _______________________

Learner reference: _______________________
Eligible?   Y     N
Tier:   1  2  2b  2c  2d
Amount: _______________________

Approved by: _______________________
Date: _______________________

EMS  Letter  Payment Sheet  EMS Sheet  Paid

May 2015