

10/09/2019

Dear Students and Parents

**16-19 Bursary Fund for 2019/20**

The Bursary Fund is provided by the government to support the most vulnerable young people to participate in and benefit from post-16 education. It should be used to help pay for costs incurred while attending school / college. The awarding of bursaries to individuals from the Bursary Fund has been delegated to schools. Any assistance granted may not cover the full costs.

As a school, we have been notified of our Bursary Fund allocation for 2019/20 and have to use our discretion to make awards. The criteria we intend to apply are as follows:

**Category 1.** A bursary is available only to students who are:

- in care or a care leaver
- in receipt of income support in their own name
- disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Universal Credit and Personal Independence Payment.

A discretionary bursary is available if:

**Category 2.** If the applicant (student) has a gross annual household income of below £20,000

**Category 3.** If the applicant (student) has a gross annual household income of between £20,000 - £25,000

The amount allocated per individual in categories 2 and 3 will depend on the number of qualifying applications. Priority will be given to those in category 2. A contingency fund will be set aside to allow for changes in students' circumstances during the course of the year and new applications needing to be made.

**Enquiries**

For all of the above you must be 16 at the start of the academic year or under the age of 19 (or turn 19 during the academic year) and in full time education.

Awards will be considered to assist with:

- Public transport costs
- Lunches
- Text books
- Essential course equipment (e.g. essential stationery, art supplies)
- Educational trips within departments
- Costs to attend open days / interviews
- Other directly relevant educational costs

If you believe you fall into any of the three categories listed, please complete the application form (available from the school office or website) and provide the relevant evidence. The applications will be dealt with, in confidence, by the Finance Department. If you have any questions regarding the Fund or the application, please email Caroline Adebakin on [caroline.adebakin@watfordutc.org](mailto:caroline.adebakin@watfordutc.org). Applications must be received by **Friday 17<sup>th</sup> January 2020**. Applications can be made later in the year if there has been a change in circumstances, not just a late application. The funding does not affect any other support and benefits.

You will be notified of the outcome of your application by **Friday 31<sup>st</sup> January**, along with further details about how and when you will receive payments. All payments will be subject to students having met agreed standards for attendance (minimum 95%), behaviour and work, as well as producing receipts/proof of purchase for all relevant expenditure (original receipts need to be provided to the finance officer at the end of each month to be filed). Students will need their own bank account, as any reimbursements will be made by Bank Transfer to the student.

Yours sincerely

Caroline Adebakin  
Finance Manager