



Bursary Application Guidance Notes

What is the bursary?

Launceston Sixth has access to limited funding from the government to support students wishing to continue in further education who may be disadvantaged by low household income or other individual circumstances.

There are two types of bursary. One bursary fund is allocated annually to the Sixth Form from the government based on eligible student numbers. Launceston Sixth is responsible (within strict guidelines) for deciding how this money is fairly allocated to eligible students. This is the **16-19 Discretionary Bursary**. The second bursary fund also comes from the government and is a set amount of money awarded to assist disadvantaged students in very specific circumstances. This is the **Vulnerable Bursary**.

For both bursaries the Launceston Sixth obliged to provide evidence of how and why the money is spent. This is why we ask for evidence of your household income or circumstances. We do this to support as many students as we can and we will always prioritise transport, meals, text books and subject specific educational equipment before looking at any other requests.

Can I get the Vulnerable Bursary?

To request this funding you must be either;

- In or have recently left local authority care
- Receiving Universal Credit (formerly Income Support) in your own name
- Receiving Universal Credit (or Employment Support Allowance) **as well as** Disability Living Allowance or Personal Independence Payments in your own name

You will need to supply evidence of your situation which could be a letter from the relevant local authority or the paperwork showing your benefit payments.

Students who are eligible for this bursary will have a meeting with the Sixth Form team to assess the level of bursary required.

Do I qualify for the 16-19 Discretionary Bursary?

Please apply for this bursary if you think that any of the following statements apply;

Tier 1

- Our household income is below £50,000

Tier 2

- Student has additional responsibilities, such as being a young carer or parent.
- Student is from a single parent family **or** has one or more dependent siblings in their family.
- Student travels greater than 3 miles to the institution.
- Student previously qualified for free school meals.

If none of the above apply to your household but you still feel that you need additional support you may write a letter explaining your circumstances. All requests are considered individually and confidentially.

How do I apply?

Please fully complete the bursary form online [here](#) and bring the stated evidence (detailed on the form) to the Sixth Form pastoral office. There is no closing date, you may apply at any time throughout the year).

Please be aware that individual item requests need to be made to the Sixth Form pastoral office and will need to be approved before purchases can be made. There is no guarantee of repayment for items purchased by you before approval.

What can the bursary pay for?

In Year 12 we suggest you may wish to apply for some of the following items;

- Bus pass
- Text books
- Equipment such as calculators and stationary
- PE clothing as required by the course
- Funding towards educational visits and trips
- Art supplies
- SD Cards

In Year 13, the above items may still apply and, in addition you may also wish to request;

- UCAS registration fee reimbursement
- Financial assistance towards open day visits
- Items to assist with your revision (such as Moly Mods for Chemistry or flash cards)
- Subject specific revision guides

This list is not exhaustive and you are encouraged to ask your teachers for any items that they may feel will be useful for your courses or college run extra-curricular activities.

Can I get a camera or laptop?

In order to support as many students as possible we do not purchase laptops, software or cameras for individual students, however we have a store of these items which you can ask to sign out and borrow on a short term basis as required. Students taking photography can request an SD card to store their work on.

How long does the bursary last?

The bursary needs to be re-applied for each year that you are in the Sixth Form as the evidence is only valid for the current academic year.

I've filled in the bursary form, how and when do I get my things?

It is important to understand that the bursary form is not an order form.

All items requested will either need to be purchased by you and reimbursement claimed with receipts for proof of purchase **or** you may request to have the items purchased for you by finance department.

If you request to have the items purchased for you by finance department then full details of the items you want will need to be completed on a separate form to ensure the correct item is bought. If you purchase items yourself please check the amount you are spending; items such as calculators for example may be purchased at a far lower cost through the maths department and you may not be able to claim back the full amount you spend if you choose a more expensive item.

Will my bus pass be ordered for me?

No, it is your responsibility to arrange your own transport to and from College. Valid receipts for bus passes must be kept so we can reimburse you. If it is difficult for you to pay in advance for the transport, it is essential that you contact the Sixth Form sixthform@launcestoncollege.uk before the end of the second week of July.

If you think a decision is unfair;

We strive to ensure that the bursary is dispensed fairly and in a manner that ensures the maximum amount of students receive the assistance they individually require to remain in further education. Please speak to the Sixth Form pastoral office initially if you are unhappy with a bursary decision, they will advise you and suggest what you can do next.

Emergencies and Hardship

You may be able to get more support if your circumstances change or you have an emergency. Please speak to the Sixth Form pastoral office for advice about your individual circumstances.

...and finally

These notes are intended as a guide only. Full and detailed information can be found on the government website www.gov.uk/1619-bursary-fund/furtherinformation

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