



Bursary Award Policy Document

For Students aged 16 to 18 in further education 2018 - 2019

Chichester Free School is committed to using bursary funding to support learners who face financial hardship. It is awarded to the school on an annual basis by the Government

Who is eligible?

The Guaranteed £1200 Bursary:

You may be entitled to this if you fit into one of the following categories:

- Living in care
- You are a care leaver
- You are receiving income support or universal credit in your own name.
- You are disabled and receiving both Employment Support Allowance and Disability Living Allowance or personal independence payment.

Discretionary Bursary

This is provided for students who face genuine financial barriers to attending Sixth Form. If your total household income is less than £23,000 per year or if you have more than one child in FTE (full time education) and your total household income is less than £25,000 you may be eligible for extra financial support.

The School has a fixed amount awarded by government, therefore bursary awards will be subject to the availability of sufficient funds.

The bursary is awarded for the following items:

1. Books and Equipment

If there are specific items that are needed for your course costs will be reimbursed on submission of valid receipts. At the end of the course these books and equipment **must be returned to the School**.

2. Transport

Students living a significant distance from the School may be able to apply for assisted costs towards travel expenses.



3. Additional course costs

Discretionary subsidies can be awarded to support students on educational school trips. Applications must be made to Mr Apsey in the sixth form office. This subsidy is subject to available funds.

4. UCAS applications

The school will cover the fee for your UCAS application, should you choose to apply.

Discretionary subsidies for travel expenses to university open days and interviews up to a maximum of 50% of the cost may be provided, subject to available funds.

How to apply?

Application forms are available from Mr Apsey in the sixth form office.

The form states what evidence is required to support your application.

Students are advised to apply at the first opportunity to benefit fully from the fund, although applications will be accepted throughout the year where family circumstances change.

Conditions

- Chichester Free School expects 95% attendance and good punctuality.
- Students must maintain good learning profile grades in lessons and complete work set according to deadlines
- They must be a full-time student.

Failure to meet these conditions jeopardises your discretionary bursary.

Appeals

If you are not content with the decision and feel that the form has been incorrectly assessed or you are not happy with the level of support, then please write, within 14 working days of the decision, to the Head of Sixth form explaining your concerns.

Fraud

If a student attempts to make a claim which is found to be fraudulent, then Chichester Free School will withhold future payments and will make arrangements for the repayment of the overpaid funds. In addition, parents will be contacted and the student will face disciplinary action.

Full details of the Government Bursary Guidelines can be found at: <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year>