

Appendix 1. 16 – 19 Bursary Fund Documentations

BURSARY GROUP	ELIGIBILITY CRITERIA	DOCUMENTATIONS REQUIRED
For defined vulnerable groups	<p>The defined vulnerable groups are students 16 – 19 who are in:</p> <ul style="list-style-type: none"> In care or a care leaver Receiving income support or universal credit in their own name as they financially support themselves. Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment Support Allowance (ESA) <p>In some cases a student may meet the eligibility criteria for the defined vulnerable group, however, they are not in need of the financial support or may not have any relevant costs.</p>	<ul style="list-style-type: none"> In care or a care leaver are required to provide written confirmation of their current or previous status from the relevant local authority. Either a letter or email clearly showing it from the local authority. Copy of Income Support or Universal Credit notice in the student's name from the DWP must be provided. A copy of DLA or PIP or ESA must be provided.
Discretionary Bursary Fund – Level 1	<p>For students aged 16 – 19</p> <p>Have a gross household income less than £16,190</p> <p>OR</p> <p>Are entitled to Free School Meals</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> P60 AND last 3 months' payslips Self-employment income evidence Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received Working Tax Credit/Child Tax Credit award notice Universal – 3 most recent monthly award statements to estimate assumed income for the full year Company or private pension statement if in receipt Support under VI of the Immigration Act 1999 award letter <p>Certified letter from the Local Authority regarding Free School Meals</p>
Discretionary Bursary Fund – Level 2	<p>For students aged 16 – 19</p> <p>Have a gross household income more than £16,190 and less than £20,817</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> P60 AND last 3 months' payslips Self-employment income evidence Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received Working Tax Credit/Child Tax Credit award notice Universal – 3 most recent monthly award statements to estimate assumed income for the full year Company or private pension statement if in receipt Support under VI of the Immigration Act 1999 award letter
Discretionary Bursary Fund - Level 3	<p>For students 16 – 19</p> <p>Have a gross household income more than £20,817 and less than £25,521</p>	<p>Evidence of household income such as:</p> <ul style="list-style-type: none"> P60 AND last 3 months' payslips Self-employment income evidence Benefit award notice from DWP dated in the last 3 months. Older notices accepted if accompanied with recent bank statements naming benefit received Working Tax Credit/Child Tax Credit award notice Universal – 3 most recent monthly award statements to estimate assumed income for the full year Company or private pension statement if in receipt Support under VI of the Immigration Act 1999 award letter

Students may submit an in year application form if their personal circumstances changes, however, this will be subject to what bursary funds are left.