A logo with a star and text

Description automatically generated

**STRICTLY CONFIDENTIAL**

**Bursary Application Form**

**Academic Year 2024/2025**

**Send completed application form with evidence of eligibility to** [**bursary@nationalstar.org**](mailto:bursary@nationalstar.org)

**If you wish to send by post, contact the Bursary Team for advice**

This application should be read and completed in conjunction with Vulnerable Groups and Discretionary Bursary Policy

The maximum that can be awarded for either Bursary is **£1,200** per year

Before proceeding with application, consider if you will meet either of the following eligibility criteria. In the context of this application for, You/You are refers to being a student at National Star College.

**There are 2 different Bursaries available with differing eligibility criteria:**

1. **Vulnerable Person Group Bursary – eligibility criteria**

* Aged **16-18** on 31st August (students aged **19+** with an EHCP are **NOT** eligible for vulnerable person Bursary)
* On a course with National Star College funded by Department for Education and/or your Local Authority that is **not** sub-contracted or delivered on behalf of another provider (if you are not sure contact [bursary@nationalstar.org](mailto:bursary@nationalstar.org) or call 01242 339744)
* Home address in **England** (students from Wales ask for details of Welsh EMA or WGLG)

*and*

* You are in or you recently left local authority care

*or*

* You get Income Support or Universal Credit because you are financially supporting yourself

*or*

* You get Disability Living Allowance (DLA) in your name **and** either Employment and Support Allowance (ESA) or Universal Credit

*or*

* You get Personal Independence Payment (PIP) in your name **and** either ESA or Universal Credit

*You will also need to provide:*

* Evidence to support the amount applied for – for example Local Authority letter stating amount of transport contribution or quote for equipment
* Statement of how evidence of Bursary spend would be provided – for example taxi receipts or invoices
* Evidence application is for educational purposes to participate or remain engaged in education

1. **Discretionary Bursary – eligibility criteria**

* Aged **16-18** or **19-24** with an Education Health and Care Plan on 31st August
* On a course with National Star College funded by Department for Education, Welsh Government and/or your Local Authority that is **not** sub-contracted or delivered on behalf of another provider (if you are not sure contact [bursary@nationalstar.org](mailto:bursary@nationalstar.org) or call 01242 339744)
* Home address in England or Wales
* Your household income is **less** than £40,000 **and you can evidence this**. For all applications, whatever the amount, evidence of household income is required.

*We recognise this may seem intrusive, however we are required to evidence financial eligibility in line with Government guidelines for awarding Bursaries.*

* If household income is above £40,000 are there are exceptional circumstances of high outgoings, **and you can evidence this** for consideration of financial need
* Evidence to support the amount applied for – for example Local Authority letter stating amount of transport contribution or quote for equipment
* Statement of how evidence of Bursary spend would be provided – for example taxi receipts or invoices
* Evidence application is for educational purposes to participate or remain engaged in education

*Examples of Bursary awards to help students access or remain in education;*

* *Cost of travel*
* *Equipment such as IT resources that are not available from statutory funding and are essential to the learning programme*
* *Specialist clothing – for example protective clothing to take part in educational activities or uniform to participate in a work placement*
* *Where a student is on a work placement, where meals are above the cost of subsistence payments provided by the college*
* *Cost of materials to participate in Lifeskills activities where this is above subsistence payments*

*The following are examples where a Bursary* ***cannot*** *be awarded within Government guidelines;*

* *Learning Support or other staffing costs*
* *Counselling costs*
* *Mentoring support*
* *Extra-curricular or other activities not essential to main study programme – for example, trips or other event costs*
* *Equipment not considered essential to main study programme*
* *Repairs or replacement of broken equipment statutorily funded in the first instance*

If are satisfied you can meet the criteria for the Bursary being applied for, please continue to complete the form on the next page.

|  |  |
| --- | --- |
| Student Name |  |
| Student DOB |  |
| Student age |  |
| Current Campus Location |  |
| Residence/Day Group |  |
| Personal Learning Co-ordinator/(Tutor) |  |
| Home Postcode |  |
| Form completed by (name – for declaration on this form) |  |

Which Bursary is being applied for?

|  |  |  |  |
| --- | --- | --- | --- |
| Vulnerable Person Group | Y/N | Discretionary Bursary | Y/N |

**Both Bursaries**

How much is being requested?

|  |
| --- |
| £ |

What is the Bursary funding being requested for?

|  |
| --- |
|  |

Explain why the Bursary is **essential** for participating or continuing in education

|  |
| --- |
|  |

What evidence are you providing to support the amount requested? (eg Local Authority letter of transport contribution or quote for equipment. Where family are providing transport themselves provide details of journey)

|  |
| --- |
|  |

How do you intend to provide evidence of how the Bursay fund is spent if it is agreed? (Where family are providing transport themselves this will be by attendance register and witness statement of residence/day area management of family providing transport on termly basis)

|  |
| --- |
|  |

**For Vulnerable Person Group Bursary Only**

Which evidence are you providing? (you do not have to provide all these, just the relevant one for your application) **PLEASE TICK THE RELEVANT BOX(ES)**

|  |  |
| --- | --- |
| Letter from Local Authority representative you are in or recently left Local Authority care |  |
| Income Support or Universal Credit Statement |  |
| Disability Allowance **and** either Employment and Support Allowance or Universal Credit Statements |  |
| Personal Independence Payment **and** either Employment and Support Allowance or Universal Credit Statements |  |

**For Discretionary Bursary Only**

Evidence being provided of household income less than £40,000 per annum (you do not have to provide all these, just the relevant one for your application) **PLEASE TICK THE RELEVANT BOX(ES)**

|  |  |
| --- | --- |
| Universal Credit Monthly Claim |  |
| Tax Free Credits statements |  |
| 3 months’ worth of payslips |  |
| Bank statements or other evidence showing regular household income is less than £40,000 a year |  |
| Latest P60 |  |
| Self-Employed Earnings - official tax return |  |
| Evidence of high outgoings where household income is above £40,000 per-annum. **Note evidence of household income is still required** |  |

*We recognise this may seem intrusive, however we are required to evidence financial eligibility in line with Government policy for awarding Bursaries. If we do not see this we are unable to award a Bursary*.

Ensure all evidence is sent to [bursary@nationalstar.org](mailto:bursary@nationalstar.org) which is secure email group that can only be accessed by a limited group of staff. If you wish to send by post please contact [bursay@nationalstar.org](mailto:bursay@nationalstar.org) or phone 01242 339744 for advice. Please block out any irrelevant information on bank statements or other evidence submitted.

Note failure to fully disclose family financial circumstances in order to apply for a Bursary will be considered fraud and appropriate action taken.

It is the responsibility of the young person/family to inform National Star of any change in circumstance in year which may mean financial eligibility is no longer met.

**Declaration**

By completing this form, you are confirming:

* The information provided is true and accurate to the best of your knowledge
* Any award must only be used for the purpose applied for
* Financial information provided is full and accurate
* Any changes in circumstances that may affect ongoing eligibility will be communicated immediately to Bursary Team
* Ongoing payments are subject to continuing attendance at college and engagement in your learning programme
* Application and payment relates only to the academic year applied for. Subsequent years will require reapplication and submission of evidence

**Send completed application form with evidence of eligibility to** [**bursary@nationalstar.org**](mailto:bursary@nationalstar.org)

**If you wish to send by post contact the college by email** [**bursary@nationalstar.org**](mailto:bursary@nationalstar.org) **or phone 01242 339744 for advice**

A panel comprising Director of Funding and 2 Head of Learning and Support Managers will make decision on awarding Bursaries based on meeting eligibility criteria. The decision will be communicated in writing as soon as practical.

All students have the right to appeal the decision and must submit a letter to the Director of Learning and Support within two-weeks of receiving their decision communication. All decisions regarding appeals will be communicated within a week of an Appeals Panel (Director of Learning and Support and 2 other Senior Managers) meeting and this decision is final. However, this does not stop a student submitting a further application should they feel they have sufficient change in circumstances.

Complaints Procedure - Should a student/parent wish to make a formal complaint regarding the 16-19 Bursary Application and Decision Process they should follow National Star Complaints Procedure.

**Once awarded finance team will contact young person/family to arrange how payments will be made.**

On-going payment is subject to continuation of providing evidence of how Bursary fund is being spent in line with application.

**GDPR and storing of information**

All information provided will be stored securely electronically and any paper-based copies destroyed. Access will only be available to members of the Bursary Panel and Senior Member of Finance Team. All information will be treated in line with National Star Privacy Notice and statutory retention requirements of Department for Education.

National Star Privacy Notice is published at: [Privacy Notice | National Star](https://www.nationalstar.org/privacy-notice/)

**Bursary Team only use:**

|  |  |  |
| --- | --- | --- |
|  | Y/N | Notes |
| Application is essential for ongoing education |  |  |
| Evidence provided to support amount requested |  |  |
| Evidence provided for how award will be monitored (eg taxi invoices) |  |  |
| Financial evidence meets criteria |  |  |
| Course is eligible for Bursary |  |  |
| Age meets criteria |  |  |
| Residency eligibility met |  |  |
| Bursary Agreed |  |  |
| Amount awarded |  | |
| Applicant informed of decision (date) |  |  |
| Bank/payment details provided |  |  |
| Finance informed |  |  |

Bursary Team sign off

Name:

Position:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Version VPDBAF.1.0.20242025 | Year 2024/2025 | Owner: David Dalby, Director of Funding | Monitoring and Review: Annually, in April of each year, however may occur earlier if statutory guidance is changed mid-year. |
| Statutory Guidance: [16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year) | | | |