St Dominic's
Sixth Form College

Bursary Policy

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St. Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.

To apply for a bursary, you must be aged between 16 and 19 and in full-time or part-time further education or training.

There are two types of bursaries:

Level One - Vulnerable bursary	You could receive up to £1,200 if you are: in or have recently left local authority care; disabled and you get Income Support in your own name; disabled and you get Employment and Support Allowance (ESA) **and** either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name; disabled and you get Universal Credit in your name in place of Income Support or ESA.
Level Two - Discretionary Bursary	For students whose gross household income is below £29,000 as assessed by HMRC **Level Two Discretionary Bursary** students will receive daily credit to their lunch cards to purchase food in school and support with travel costs where required. They will also be able to have items required for their course purchased on their behalf as well as be entitled to a discount on curriculum trips and other related costs.

Hardship

If a student experiences extreme hardship during the academic year we would encourage them to apply for support via Student Services. Furthermore, if a student's financial circumstances change we encourage students to discuss this with Student Services.

Conditions of payment

All young people in receipt of a Bursary must meet punctuality and attendance requirements of 95% with no more than 3 lates in a week in order to ensure continued support. In addition, all young people in receipt of a Bursary must behave appropriately and submit work of an appropriate level and to required deadlines. If the young person does not meet these conditions, the School reserves the right to withdraw or suspend Bursary purchases.

How to apply

All applications for a Bursary or to access the hardship fund should be made to Student Services with supporting evidence.

Appeals

If any young person or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Principal outlining their reasons why. If the appeal is upheld or partly upheld it will be referred back to Student Services with recommendations.

Change of young person's financial circumstances

Any young person in receipt of a Bursary has a duty to inform the College if their financial circumstances, or those of their parent/guardian/carer(s) change (e.g. increase in household income, Free School Meals being withdrawn for a sibling). This does not automatically mean any future Bursary payments will be stopped but would result in a review to determine whether the payments continue or be stopped and the funds redistributed.

Appendix One - Evidence required to apply for Bursary

Vulnerable Group Bursary

To be eligible for a Vulnerable Group Bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

Eligible Group(s)	**Evidence Required**
Students who are 'in care', or 'care leavers' i.e., young people who are, or have been, cared for by the Local Authority. Most care-experienced young people have, or will have had, a Social Worker.	A letter/email from the relevant Local Authority. This must be on headed paper, or from a local authority email address. Please see below for more details on how 'in care' and 'care leaver' are defined.
Students in receipt of Income Support in their own name or Students in receipt of Universal Credit in their own name.	A copy of your Income Support award notice or A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).
Students in receipt of Disability Living Allowance or Personal Independence Payments in their own name as well as Employment and Support Allowance or Universal Credit in their own name.	A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account.) Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

To be eligible for **Level Two Discretionary Bursary** you, or at least one of the parent(s)/carer(s) you live with, must be in receipt of one of the following benefits, and be able to provide us with recent evidence as listed below:

Eligible Group(s)	**Evidence Required**
You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits: • Income Support • Income Based Job Seekers Allowance • Income Related Employment and Support Allowance • Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual household income of no more than £19,380 • Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum) • Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC) • Guaranteed Element of State Pension Credit • Support under part VI of the Immigration and Asylum Act 1999 * If you live between two homes we only need information from the person you live with for the majority of the time. The address you give on your application must match the address we hold for you on SIMS, and match the address on any evidence you provide.	A letter / award notice confirming your entitlement to benefits from one of the following: • Job Centre Plus • Department for Work and Pensions • Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2023/24 which shows your income from 2022/23. You must provide the full award letter. Any letter provided to us should be dated within the last 3 months. If your letter is older than 3 months, please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).