

St Martin's School Bursary Scheme – Statement of Use

To qualify you must be aged under 19 on the 31st of August in the academic year in which you start your programme of study and a legal resident of the UK or registered asylum seeker. There are two levels of St Martin's School bursary allocation and you can apply for **ONE** only:

Level 1: This level of bursary can be applied for if you are within one of the vulnerable groups. The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.

Level 2: This level of bursary is for those students with a financial need who do not fall into the above categories. This is a match-funded bursary in that the school will pay up to 50% of costs depending on the funds available. Applications must state what the identifiable financial need is and **evidence provided to support this**. The criteria for any support are that the total household income from all sources must be no more than **£25,000pa** and that no other income is available from another household to support the student. Documentary evidence is required.

It should be noted that the school has been allocated limited funds for this Bursary Scheme. Please also note that the school may purchase rail or bus tickets on behalf of students if the Bursary is to cover transport costs.

What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. The Claim Form should be completed to give details of assistance requested. This can be found on the sixth form area of the school website.

How will the award be paid?

In **most** circumstances the bursary amount will be paid into the student's bank account. The student will be asked to complete a form by the Finance Department for this purpose. Payments might be termly, two weekly or a one-off payment, depending on the claim. Students will be notified via their school email account when to go to the finance office to complete a form. In some cases, for reimbursement of items already purchased, students may be asked to provide receipts.

If I am in one of the eligible groups what evidence will St Martin's need to see?

For students in receipt of UC, a copy of their UC award notice is required. This must clearly state that the claim is in the student's name/they are entitled to the benefits in their own right. For students in receipt of UC, the school will also want to see documents such as a tenancy agreement in the student's name, child's birth certificate etc.

If you are in care or a care leaver, the local authority will be able to provide a letter for the school, college, or training provider confirming this. If you have any other financial income you will need to show documentary evidence for level 2 bursaries relating to Free School Meals eligibility and household income including any income from UC. Households in receipt of UC will need to provide the three most recent monthly award statements as well as the Household Financial Declaration Form.

Advice on bank accounts

Students aged 16 are able to open a basic bank account. The basic bank account will allow for receipt of the bursary, including by cashless means, and will allow funds to be withdrawn via ATMs as well as via standing orders and direct debits where necessary.

- Most bursary payments are paid into students' bank accounts. Students will be asked to complete a form by the finance department for this purpose, giving details.
- Payments should not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.
- Payments may be made to a joint account, as long as the student is one of the account holders.
- If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACs (electronic bank transfers).
- If a student has a Credit Union account, the student should check with the Credit Union that it will receive payments made by BACs.

The Bursary Committee

The Bursary Committee will meet to assess each claim and authorise payments. Applications that are approved and a Bursary awarded will be monitored and evaluated throughout the year.

St Martin's School may choose to pay the bursary as a 'cash' payment (via bank transfer) or provide 'in kind' support, for example, by purchasing equipment that eligible students need for particular courses. Transport costs may be bought by the school i.e. bus or rail tickets rather than allocating cash payments. If appropriate, travel receipts will be required in order for the student to be reimbursed.

NB The bursary fund allocation to schools is a fixed sum and not on a per student basis. St Martin's School will vary the amounts of its bursaries to deal fairly with the numbers of eligible students in the Sixth Form and the requirements of individual applications.