

## Bursary Guide for Sixth Form Students

### What is the bursary?

The bursary is a fund allocated to students who are financially disadvantaged and completing post 16 courses.

### How much money can you get?

You can get approximately £250 per term to spend.

### What can the bursary fund be used for?

Students can use the money for:

\*Books i.e. revision guides, textbooks for courses, literature books for English, DVDs for Film Studies.

\*Equipment for their course i.e. calculators, art equipment, stationery, folders, writing pads, paper, printer ink, camera, textiles equipment.

\*Specific course clothing i.e. sport attire for A Level PE/BTEC Sport, A level Dance/Drama, Enrichment, formal wear for interviews, hiking equipment and clothing (E.g. DofE)

\*Clothing i.e. coats, shoes

\*Lunch i.e. money allocated towards weekly spend at the 6th form cafe.

\*Transport i.e. bus travel to and from college, petrol costs 45p per mile

\*Educational trips i.e. subject specific day trips, HE day, university open days,

\*UCAS payment

## What the bursary can **not** be used for

You can not use the bursary for the following:

- \*Everyday clothes e.g. ripped jeans, crop tops, tight clothing
- \*Car insurance

## How does a student receive the bursary?

Students will be able to complete a bursary form which outlines what they require to be purchased, and the school will source and buy what the student needs. The student is then contacted and they will pick up their purchases from the sixth form or finance office.

If a student purchases something they require for their course themselves, they need to keep the receipts and complete a bursary form and bring it to the sixth form office so they can be reimbursed.

All students who are successful in obtaining the bursary need to have their own bank account, so funds can be reimbursed to them.

## Reasons why a student might not receive their bursary amount

- \*If a student's attendance falls below 95%
- \*If they are late to lessons
- \*If they fail to notify their tutor or the sixth form office when they require time off e.g. dentist/doctor/hospital appointments that cannot be arranged outside school hours, driving test.