



16-19 Bursary Fund

Application for financial support

2025-2026

Principle Objective of 16-19 Bursary Funding

16-19 Bursary Funds are available to help support those young people who face the greatest barriers to continue in education and to ensure every young person participates in and benefits from a place in 16-19 education and training.

Who is eligible?

To be eligible to apply, you must:

- Be over 16, but under 19 years of age on 31st August 2025 (i.e the start of the 2025-26 academic year).
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme they began aged 16 to 18, or have an Education, Health and Care Plan.
- Have been accepted onto and be studying a programme of learning funded by the Education & Skills Funding Agency (ESFA). *All Shelley students meet these criteria.*

Who is eligible?

Students must fall into one of the following 3 categories:

Category A – students eligible for the vulnerable Bursary up to a value of £1200 (pro-rata for courses lasting <30 weeks)

- Young people looked after or care leavers.
- Young people in receipt of Universal Credit (or Income Support).
- Disabled young people (in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment).

Category B – Discretionary

- Proven household income of **£25,000** gross or less per annum (subject to funds available and not guaranteed).

Category C - Discretionary

- An emergency fund for young people facing financial hardship (subject to funds available and not guaranteed).

What can you use 16-19 Bursary Funds for?

Funds are available to help students who face financial hardship with learning costs, such as:

- Emergency accommodation.
- School catering credits (a contribution to cover the cost of meals while learning).
- A contribution to travel to and from college.
- Essential course-related equipment, materials and field trips.
- Interviews, open days and related fees for university applications.
- Costs for exam re-sits may be available.

Any funding awarded is dependent on attendance and/or standards of behaviour as outlined in the Sixth Form Student/Parent Agreement.

How much do you get?

This will vary in accordance with a needs based analysis. However, because of the limited funding we may not be able to meet all costs but we may make a contribution to your learning. It is therefore the responsibility of the student/parent/carer to ensure they are in a position to meet any shortfall.

How is it paid?

In the main, the funding will be used to pay directly for the items listed above. However, in some circumstances, such as travel costs, payments may be made direct to students.

How to apply

1. Complete the attached form and return it to the Sixth Form Manager, along with photocopies of all documents required to support your application.
2. Application cannot be considered without the information requested, and will be returned to you. **The deadline for INITIAL applications is Friday 3rd October.** Requests for funding may exceed funds available, so it is in your interest to make the earliest possible application. Application can also be made throughout the year as some funding is retained for students who might fall upon hardship later in the year.
3. Staff in the Finance Office will process the applications following the eligibility policy and procedures.
4. If your application is successful, you will meet with the Sixth Form Manager to discuss specific needs and a letter will be sent home confirming the results of this meeting. *(Students must be enrolled at the college before any payments can commence).*

16-19 BURSARY FUND APPLICATION FORM 2025-26

Every section must be completed and supporting evidence provided. Incomplete applications may have to be returned, and this will cause delay – and may affect any funding offered.

Personal Details

Your name

Date of birth Your age

Your address
 Is this your full time address? Yes / No (delete as appropriate)

E-mail

Residency Please confirm residency status – (tick as appropriate)

British Citizen	EU/EEA Citizen	Indefinite leave to remain
Asylum Seeker	Refugee	Other (please specify)

I have been resident in UK or EU/Switzerland for 3 years prior to course start date YES / NO

Course(s)

Please indicate:

Do you currently receive free school meals? YES/NO
 (if YES you will qualify for the bursary, please go to part C)

Are you a disabled student in receipt of Employment Support Allowance?
 and/or and Disability Living Allowance? YES/NO
 (If you answered yes, please complete Parts A, B & C)

Are you an independent student, estranged from your family, living alone and claiming benefits?
 (If you answered yes, please complete Parts A, B & C) YES/NO

Are you a student living at home with your parent/carer?
 (If you answered yes, please complete Parts A, B & C.) YES/NO

Part A To be completed by the parent/carer/guardian

	Adult 1	Adult 2
Full Name		
Please state relationship to student		
Please confirm number of children and/or other dependents in the household		

Part B Your Household Income

Please provide copies of official evidence or bank statements to support the information you enter in the table below. All documents must be dated within the last 6 months.				
	Adult 1 £	Frequency of payment (Annual, Monthly, Weekly, 4-weekly)	Adult 2 £	Frequency of payment (Annual, Monthly, Weekly, 4-weekly)
Gross Salary – P60 (or latest 3 payslips) for year 2024 - 2025				
Self-employment income SA302 or certified accounts				
Universal Credit/Income Support/ Employment Support Allowance – letter from DWP				
Jobseekers Allowance – letter from DWP				
Pension Credit (Guarantee credit) - letter				
Tax Credit Award Notice 2024-25 – all pages				
Personal Independence Payment/Disability Living Allowance – letter or bank statement				
Income from other sources (eg rental income, savings, investments, etc) - <i>please specify</i>				

Please note occasionally it is necessary to ask for further supporting evidence (eg household outgoings) to process your application. We will contact you if further information is required.

Part C Bank Details

Bank Account Name

Sort Code:

Account number:

Applicants Declaration

1. I declare that the statements made on this form are true and to the best of my knowledge are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. I also undertake to inform the college of any alteration to any of the particulars in writing. I agree to repay the college in full any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only the current college year and that I must re-apply next year, and that there is no guarantee that I will receive funding for future years even if eligible in the current year.
3. I understand that should the student leave the learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.

Signature of Learner

Signature of Parent/Carer

Appeals

Should you be unhappy regarding any aspect of an award decision, you have a right to appeal against that decision in writing within 10 days of being advised of the decision. Additionally, you may request a review of your award if there is a significant change in your circumstances which leads to a reduction in your income.

NB The College reserves the right to amend/update the application form and/or policy and procedures during the academic year depending on available funds.

Please return the completed form with supporting evidence to:

Sixth Form Office
Shelley College, Huddersfield Road, Shelley, Huddersfield HD8 8NL