



Queen Mary's Grammar School

Headmaster: R J Langton, M A

6th September 2018

Dear Student

16 to 19 Bursary Fund

This fund was launched by The Department for Education ("DfE") in September 2011, to help 16–19 year olds continue in education, where they might not be able to for financial reasons. Schools are required to have their own 16–19 Bursary Fund policy, and a copy of our School policy is included with this pack.

Who can apply?

Students aged between 16 and 18 on 31st August 2018, who are studying at the School may apply for an award. Eligibility criteria for awards are set out in full in the School's Policy. The categories of award are:

1. Bursary Level 1 – for pupils in care, care leavers, receiving income / other support
2. Bursary level 2 – for pupils with low family incomes as defined by the policy. There are four tiers which depend on your family's household income (more details in the attached policy)
3. Bursary Level 3 – a discretionary award for other pupils, with difficult family financial circumstances

Application Process

The attached application forms must be completed in full by the student and returned to the Finance Officer, Mrs. Hamilton. All students must provide details of household family income from all sources, and provide supporting evidence of incomes shown in the application form. This may include letters from HM Revenue & Customs, Benefits Agencies, verification of pay from employers, or self-employment information. Further details are available on the application form.

Student Needs

Our 2017–18 Bursary Fund provided much needed help to students who were eligible, so we encourage you to apply. The maximum award depends on which Bursary level is agreed. However we will only be making payments based on your educational need. To help us understand what your educational needs may be during the year, you must complete the Student Educational Needs form. You will be required to report on what you have spent, by submitting a claim form on a regular basis (details included in the Bursary pack). **Receipts for costs incurred are needed - please keep them. You will also need your own bank account.**

Timetable

- The 16 to 19 Bursary Fund covers the period from 1st September 2018 to 31st August 2019
- Applications for Level 1 and Level 2 Bursaries are being invited from 5th September 2018.
- For the Autumn term award, applications must be returned by 2.00pm on Friday 29th September 2018. If you have problems meeting this deadline please inform Mrs. Hamilton as soon as possible
- Awards made by this date will be backdated to 5th September 2018.
- Applications must be validated by the School. Each student will be invited to discuss their application
- We expect awards will start to be paid in October or early November
- Applications for Levels 1 and 2 can also be made in the Spring and Summer terms
- Applications for Level 3 Bursary can only be made from Summer Term 2019. These may include costs already incurred during the Autumn term as well as costs in Spring / Autumn.

If you have any further queries please speak to Mr Matley or Mrs Hamilton.

Richard Langton, Head of School

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