



**The Totteridge Academy**

The best in everyone™

Part of United Learning

## **The Totteridge Academy Sixth Form - 16-19 Bursary Fund Overview 2024-25**

Our 16-19 Bursary Fund is a cash-limited fund to support Sixth Form students from low-income backgrounds attending the Sixth Form at The Totteridge Academy. For eligible students, the fund provides a cash payment (in the form of a cheque) to parents/carers. We encourage parents /carers to use this money to help towards the cost of essentials such as uniform, stationary, and resources for A level subjects. It applies during the 2024-2025 academic year.

### **Eligibility:**

To be eligible for the bursary, students must:

- Be enrolled The Totteridge Academy's Sixth Form
- Be aged 16 - 18 years before the start of the academic year in September 2024 in which they begin their programme of study
- Be undertaking courses of study amounting to at least 15 hours per week
- Continuously meet the expectations of attendance, punctuality, academic attainment and behaviour set out by the academy
- Students who are eligible to apply for the bursary will have a household income of less than £30,000 a year (this includes benefits)

Additionally, you may be entitled to a government grant or bursary of up to £1,200 if –

- You are living in care
- You are a care leaver
- You are receiving income support as a student
- You are disabled and receiving both Employment Support Allowance & Disability Living Allowance

### **Evidence:**

Appropriate evidence must be provided by any student wishing to apply for a bursary. A copy of this evidence will be retained by the Academy.

Appropriate evidence includes one of the following documents –

- P60 PAYE
- Proof of benefit claimed; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions
- Working Tax Credit/Child Tax Credit Full Award Please note these documents should indicate

OVERALL household income – not that of one parent/carer. Documents should be presented in a sealed, named envelope marked confidential and submitted to the Director of Sixth Form along with the application form by Friday 20<sup>th</sup> September 2024.

**Principal:** Chris Fairbairn

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## Payment:

This is a cash limited fund and once the allocations are made for an academic year, it is likely that late applications may receive little or no financial support, regardless of entitlement. The amount of bursary will be determined on an annual basis dependent on the number of applicants and the level of funding received from central government.

Entitlement to a bursary in one academic year does not give an automatic entitlement in any subsequent academic years.

A cheque will be given to eligible students.

## How do I apply?

If you wish to apply for support from Bursary Fund you should:

- Check that you meet the financial eligibility criteria detailed overleaf (contact Ms Kent, the Director of Sixth Form if you have any questions)
- Complete the application form, answering all questions in full to avoid any delay in processing your application.
- Return your signed, completed application form to Ms Kent, the Director of Sixth Form or Ms Webster, Sixth Form Administrator

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## The Totteridge Academy Sixth Form - 16-19 Bursary Fund Application Form

Part 1: Student details	
First Name	
Surname	
Age on 31 <sup>st</sup> August 2024	
Home Address (including postcode)	
Mobile Phone Number	
Email Address	

Part 2: Parent/Carers details	
First Name	
Surname	
Home Address (including postcode)	
National Insurance Number	
Mobile Phone Number	
Email Address	

Please tick the documents you are submitting as evidence in support of your application Please note these documents should indicate **OVERALL** household income – **not that of one parent/carer**

- P60 PAYE		
Proof of benefit claimed; Income Support, Income based Employment and Support Allowance, other Benefits and Pensions		
Working Tax Credit/Child Tax Credit Full Award.		

Please make sure both parent/carer and student sign and date on the following page

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I have read and understood the eligibility requirements and terms of the bursary and confirm that the above details are true and accurate to the best of my knowledge

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

**Name of parent:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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