

16 – 19 Bursary Fund Information

Students aged 16 – 19 who receive home to school transport to their school, college or training provider must make a financial contribution towards the cost of their transport.

Some families are entitled to a bursary to help with this. A bursary is money that you or your education or training provider can use to pay for things like transport, clothing, books, and equipment.

There are two types of bursary available:

1. Discretionary Bursary
2. Vulnerable Bursary.

This note provides information about the bursaries and how to apply.

If you have any questions about the information please contact the Travel Assessment and Training Team. Email: indettravel@sheffield.gov.uk or call 0114 205 3542.

Discretionary Bursary

This bursary is awarded to meet individual needs. To apply, students must be aged 16 to 19 and in full or part time further education or training.

In most cases, the school, college or training provider set the rules of how the bursary is awarded. They will decide who gets the bursary, how much money is given, and when it's paid and how it's paid. The rules focus on making sure bursary funds are aimed at students who need the most support to stay in education. The qualifying criteria for the Discretionary Bursary are:

- Student entitled to Free School Meals; OR
- Household income of £16,190 or below (a higher income threshold may apply at The Sheffield College. Please contact the college to confirm.) OR
- Student or their parent(s) in receipt of one of the following :
 - Income support
 - Income based Employment Support Allowance
 - Income based Job Seekers Allowance
 - Pension Credit
 - Universal Credits or Tax Credits

The school, college or training provider can also have a say in how the bursary is spent. For maintained special schools, the council decides how the bursary money is awarded.

Information needed

The school / college / or training provider may ask for evidence of your household income when you apply for the bursary. Examples of what they may ask for include:

- A letter from the Department of Work and Pensions showing receipt of benefits
- A P60
- A Tax Credit Award Notice
- Evidence of your family's annual income
- 3 months' worth of pay slips or bank account statements

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau or the national helpline of the charity 'Contact a Family' (tel. 0808 808 3555).

Vulnerable Bursary

A vulnerable bursary of up to £1,200 a year is available for young people in one of the following groups:

- Looked After Children
- Care leavers
- Where a young person receives Income Support or Universal Credit
- Where a young person receives Employment Support Allowance (ESA) or Universal Credit AND Disability Living Allowance (DLA) or Personal Independence Payment (PIP)

If your child receives ESA you cannot claim child benefit for your child.

How much will I be paid if I'm eligible?

Young people studying full time for a minimum of 30 weeks may be eligible to receive the full amount of £1,200. A reduction in hours and fewer weeks will reduce the amount of bursary awarded.

Information needed

The school / college / or training provider may ask for evidence to prove you are eligible, this may include:

- A letter from your local authority showing you are a Looked After Child or a care leaver
- A letter from the Department of Work and Pension showing the benefits you receive

If you would like advice regarding benefits, please contact your local Citizens' Advice Bureau or the national helpline of the charity 'Contact a Family' (tel. 0808 808 3555).

How to apply

You can apply for a 16–19 bursary (discretionary or vulnerable) through your school, college or training provider. More information is provided below.

Attending a SCHOOL:

To apply for a 16-19 bursary you need to:

- Collect a 16–19 Bursary Fund Application Form from school. School will stamp the form to confirm attendance
- Complete the Bursary Fund Application Form and return it to the address printed on the document next to where you sign your name
- Your completed form is then assessed to check which bursary, if any, you are eligible for. You may be asked for further information, such as proof of income
- You will be notified in writing to confirm eligibility

If your child uses SEN home to school transport and you are allocated a bursary, the cost of the transport contribution will usually be deducted before it is paid to you. If for any reason this is not the case, you will need to pay the contribution.

Attending THE SHEFFIELD COLLEGE:

To apply for a 16-19 bursary you need to:

- Download the 'Learner Support Fund 16–19 student application form' from www.sheffcol.ac.uk/financial-support or contact the college to request one.
 - Tel: 0114 260 2211 or 0114 260 2288
 - Email: financial-support@sheffcol.ac.uk
- Complete and return to form to the address at the bottom of the form
- Once the application has been received and processed, you will be informed of the outcome of the application by letter.

If your child uses SEN Transport and you are allocated a bursary, the cost of the transport contribution will usually be deducted before it is paid to you. If for any reason this is not the case, you will need to pay the contribution.

Please note that

- Some students may qualify for the Vulnerable Bursary. This is known as the 'Guaranteed Bursary' in The Sheffield College. This is still the same application form and students for this will be identified based on questions in the form.

Attending OTHER COLLEGES AND TRAINING PROVIDERS

To apply for a 16-19 bursary you need to:

- Speak to your college or training provider and ask for the 16–19 Bursary Fund Application Form
- Complete and return the form to your college or training provider
- Once the application has been received and processed, you will be informed of the outcome
- If your child uses SEN home to school transport and you are allocated a bursary, you will need to pay the contribution towards the cost of transport. It is your responsibility to contact us and make payment. You can do this:
 - Online at www.sheffield.gov.uk (put Post 16 in the search box) By telephone: 0114 273 5611
- **Please contact us if you have any questions. Failure to pay the transport contribution will result in transport being cancelled**

Hardship Fund

If you are not eligible for either bursary scheme and:

- You have a total household income of under £21,000 p.a. OR
- You have two children in post-16 education using SEN transport

You may be able to access the council Hardship Fund. Contact us for further information at indetravel@sheffield.gov.uk or on 0114 205 3542.

Summary of bursary process and home to school transport cost

