

September 2018

Dear Parent/Carer

This letter outlines information regarding the government's 16 to 19 Bursary scheme which provides schools and colleges with funds to assist a small number of identified students with the costs of continuing in post-16 education. Students who are eligible for any level of funding should complete an application form and hand it to Mrs Jones in the college office as soon as possible, and before the 17th September.

Students in the following groups may apply for access to this fund:

- are currently in care (as defined by social services)
- are leaving or have recently left care
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

Please inform me, in confidence, if your son or daughter is in any of the categories listed above.

Students who are members of households with a gross annual household income of below £27,000 or who are eligible for Free School Meals may be eligible for a discretionary bursary to contribute towards educational expenses to cover such costs as transport, essential course equipment (including books, stationery), trips and materials. If your son or daughter is eligible for Free School Meals they have already been identified for Bursary support and no documentary evidence is required, although you must still complete an application form. *If you don't already claim free school meals but believe you may be eligible please visit: www.hertsdirect.org/freeschoolmeals or call their customer service centre on 0300 123 4048.*

For all applications you must provide proof of entitlement through supporting documentary evidence of household income or the allowances received by the student. There is a list of suitable evidence on the application form.

Students who are deemed eligible for the discretionary bursary should be aware that there must be no unauthorised absences in order for them to continue to receive the bursary.

Finally, if your son or daughter is not currently eligible for Bursary support but their circumstances change during the course of the academic year, please let me know and we may be able to offer some assistance.

Yours sincerely

Mrs L Jones
Finance Officer