



Excelsior Academy

16 to 19 bursary scheme 2011/12

Application form and guidance

If you are starting Year 12, 13 or 14 at Excelsior Academy in September 2011, you might be entitled to a bursary to help with costs during term time.

Excelsior Academy's Bursary Scheme is the same as the one offered by all other Newcastle Secondary schools.

Applications should be made directly to Excelsior Academy and not Newcastle Local Authority.

Read inside for details.

What is the 16 to 19 school bursary scheme?

16 to 19 bursary schemes are being introduced in place of the Education Maintenance Allowance (EMA).

They provide financial help to young people aged 16 to 19 who face financial barriers to participating in education or training, provided they meet agreed standards of attendance and behaviour.

Newcastle secondary schools and academies have agreed a scheme called the Newcastle schools' 16 to 19 bursary scheme. Excelsior Academy has adopted that scheme.

Other post-16 providers in Newcastle and the surrounding area are also operating their own bursary schemes.

Who is eligible for the bursary scheme?

Excelsior's scheme like the Newcastle Schools' 16 to 19 bursary scheme offers two types of bursary. You can only apply for one type, depending on your personal circumstances.

The standard bursary

To be eligible for the standard bursary you must meet **all five** of the following conditions:

1. attend Excelsior Academy
2. be starting Year 12, 13 or 14 in September 2011
3. be aged between 16 and 18 on 31 August 2011
4. be living in a household with an annual income below £20,817 before tax and national insurance
5. **not already be in receipt** of an EMA for 2011/12.

The enhanced bursary

To be eligible for the enhanced bursary you must meet **all four** of the following conditions:

1. attend Excelsior Academy.
2. be starting Year 12, 13 or 14 in September 2011
3. be aged between 16 and 18 on 31 August 2011
4. belong to one of the following groups:
 - be in care; or
 - have left care having been in care for a minimum of 3 months since the age of 14; or
 - be receiving income support; or
 - be receiving **both** Employment Support Allowance **and** Disability Living Allowance.

How much money will I get?

If you are eligible for the standard bursary you will be entitled to receive £15 per week during term time (up to 39 weeks).

If you are eligible for the enhanced bursary you will be entitled to £1,200 paid in instalments in arrears during term time only.

Is my school part of the Newcastle schools' scheme?

Excelsior Academy is operating the same scheme as the one that Newcastle schools are offering. You must however apply directly to Excelsior Academy and not Newcastle LA. Applications must be made directly to:-

Mrs Wardlaw
Director of Excelsior College (6th form)
Excelsior Academy
Newcastle upon Tyne
NE 15 6AF

What can I use the bursary for?

The bursary is to help with costs related to your studies, for example transport, books and equipment, and other costs associated with your course.

Are there any conditions attached to the scheme?

Yes. You will be expected to have good attendance and behaviour and comply with a 'Learner Agreement' about the standards of attendance and behaviour that are acceptable.

Your bursary award will be conditional on you meeting the requirements of your Learner Agreement.

How do I apply?

1. After enrolling at Excelsior Academy, complete the application form at the back of this pack.
2. If you are applying for the standard bursary, your parent or carer also needs to complete part of the form.
3. Attach evidence of your financial or living situation to support your application. These must be the original documents, not photocopies.
4. Take your application form and evidence to the Sixth Form Office.

When do I need to apply by and how will I hear the outcome?

The deadline for applying is 30th September 2011. We will consider late applications but will consider these after we have processed all the applications received on time.

It is unlikely that late applicants will get your payments at the same time as everyone who applied on time.

We will write to everyone who applies to tell you the outcome of your application.

We will also contact you if we need more information from you to process your application.

What should I do if I'm not happy with your decision?

If you think we have incorrectly assessed your eligibility, please phone us on 0191 228 8400 to discuss your application.

When will my payments start?

When your application is approved, we will send you a schedule confirming the dates when you will be paid.

Payments will be made in arrears starting in October.

Payments will only be made after it has been confirmed that you have met the terms of your Learner Agreement.

How will you pay me?

Payments will be made into your own bank account by a process called BACS transfer.

It is essential that you have a bank account in your name as payments can only be made into your own account via a bank transfer. Cash payments will not be made.

It is important that you make sure that your bank or building society is able to accept BACS transfer before you provide your bank account details. Post Office accounts and some Credit Unions do not accept BACS payments.

If you do not have a bank account or have difficulties opening an account please contact Newcastle Connexions 0191 277 1944 and they will help you.

How long will I receive payments for?

As long as you are meeting the terms of your Learner Agreement, payments will continue for the duration of the school year 2011/12.

New applications must be submitted for consideration every year. The terms of the scheme may change for school year 2012/13.

There is no guarantee that you will receive funding next year even if you are eligible this year. You won't receive any funding next year (2012/13) unless you reapply.

Who do I contact if I have any questions?

If you have any questions about the Newcastle schools' 16 to 19 bursary scheme you should in the first instance speak to Mrs Wardlaw. If you continue to be concerned please contact Mr Snowdon, Business Manager at Excelsior Academy, Denton Road, Newcastle upon Tyne NE16 6AF.

Where can I get more information on 16 to 19 bursary schemes?

General information on bursary schemes is available on the Direct.Gov website – www.direct.gov.uk/en/EducationAndLearning/14to19/MoneyToLearn/16to19bursary/index.htm

What happens if my financial or living circumstances change?

If you have a change of personal circumstances such as a change of address or household income, you must let Excelsior Academy know immediately in writing.

Any over payments will be repayable to Excelsior Academy.

If you change your bank account details you must also write to us immediately. We will need to check your signature against your original application so we can only accept changes to banking details received by post.

If you leave Excelsior Academy before completing your course, your payments will be stopped.

If you leave Excelsior Academy to transfer to another school that operates the Newcastle schools' scheme your bursary with Excelsior Academy will terminate with immediate effect and you will need to make a new application to Newcastle City Council.

If you transfer to another school or post-16 provider such as Newcastle College, you will need to ask them about their own bursary scheme. Please be aware that their terms and conditions and payments may be different to ours.

Excelsior Academy 16 to 19 bursary scheme 2011/2012: Application form

Before you complete this application form please read the guidance carefully.

Please complete the application form using **BLOCK** capitals in black pen.

All supporting evidence must be the original documentation. Photocopies are not acceptable.

Section A – To be completed by all learners

1.1 Your personal details

Learner's surname _____

Learner's first name _____

Date of birth _____ Age on 31 August 2011 _____

Are you: Male Female

Are you:

White – British Asian or Asian British – Indian

White – Irish Asian or Asian British – Pakistani

White – Any other background Asian or Asian British – Bangladeshi

Mixed – White and Black Caribbean Asian or Asian British – Any other Asian background

Mixed – White and Black African Black or Black British – Caribbean

Mixed – Any other Mixed background Black or Black British – African

Chinese Black or Black British – Any other Black background

Any other Ethnic background

Do you have any long standing illness or disability? Yes No

(Long standing means anything that has troubled you over a period of time or that is likely to affect you over a period of time)

If yes, does this illness or disability limit your activities in any way? Yes No

Learner's home address _____

Post code _____

Home phone number _____ Mobile number _____

National insurance number: _____

1.2 Course details

What course are you studying?

Is your course full time or part-time (less than 30 weeks)? _____

1.3 Your bank or building society account details

Account holder name _____

Name of bank / building society _____ Branch: _____

Account number: _____ Sort Code: ___/___/___

Building society roll number (if applicable) _____

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS transfers as this is how the bursary will be paid. Post office and some credit union accounts do not accept BACS transfers.

If you do not have a bank account or have difficulties opening an account please contact Newcastle Connexions on 0191 277 1944 who can provide support.

1.4 How do you intend to spend your bursary?

Please indicate in the table below what costs you need the bursary to provide assistance with

Expense	Details	Estimated cost
Books and equipment		
Fees, exam resits		
Transport costs		
Emergency accommodation and meals		
Course trips		
Interviews and open days		
Other costs (please specify)		

Section B – To be completed by all learners

2.1 Which bursary are you applying for?

Please complete either part 1 or 2 below.

Part 1: Enhanced bursary

Payment of £1200 in instalments in arrears during term time only

Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of income support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.
Young person in receipt of Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks.

Part 2: Standard bursary

Payment of £15 per week paid in arrears during term time only (up to 39 weeks)

Eligible group for this bursary:	Tick	Evidence to provide and what to do next
<ul style="list-style-type: none"> Living in a household with an annual income below £20,817 before tax and national insurance. Not already in receipt of an EMA for 2011/12 	<input type="checkbox"/>	A parent or carer in your household must complete the financial assessment at section 4.1, and attach any evidence listed within the assessment. Once the form has been completed and all evidence has been attached take it to your local Customer Services Centre for processing.

3.1 Learner declaration (to be completed by all learners)

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
- I undertake to inform Excelsior Academy in writing of any changes in the information given relating to my circumstances.
- I agree to abide by the terms of my Learner Agreement.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the school year 2011/12.

Signed:..... **Date:**.....

Full Name (in block capitals):.....

Section C – To be completed by learner’s parent or carer (standard bursary only)

4.1 Financial assessment (to be completed by the learner’s parent or carer)

Parents or carers within household

	Parent or carer 1	Parent or carer 2
Surname		
First name (s)		
Relationship to learner		
Telephone number		
National insurance number		

In order to be eligible for the standard bursary you must declare that the learner is living in a household with an annual income less than £20,817 before tax and national insurance.

Declaration of parent or carer income	Parent Carer 1		Parent Carer 2		Evidence to be attached to the completed application form
	Yes	No	Yes	No	
Are you employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes please provide the last three months worth of payslips or your P60 for tax year 2010-2011.
If yes, please state your current annual income before tax and national insurance	£		£		
Are you self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes – SA302 form or certified accounts.
If yes, please state your current annual income before tax and national insurance	£		£		

Do you receive any of the following grants or benefits?

Declaration of parent or carer income	Parent Carer 1		Parent Carer 2		Evidence to be attached to the completed application form
	Yes	No	Yes	No	
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Employment Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter

Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Carer's Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Housing Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Child Benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent award letter
Working Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Working Tax Credit Award Notice marked 2011-2012". It must be for full year and not partial awards (full award notice)
Child Tax Credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"Working Tax Credit Award Notice marked 2011-2012" It must be for full year and not partial awards (full award notice)
Any other benefit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Grants or bursaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent entitlement / award letter
Do you receive any other income?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Relevant paperwork that includes details on the income received.

5.1 Parent or carer declaration (to be completed by the parent or carer who has completed the financial assessment at 4.1)

The learner's application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is to the best of my knowledge correct in every respect and I undertake to inform Excelsior Academy of any changes in the information given concerning my circumstances.

This Academy is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

Signed..... **Date**.....

Full name (in block capitals).....

For Excelsior Academy use only

Date Received by EA: _____ Evidence Copies Attached: Y / N

Evidence seen by: _____ Signature: _____

Learner Reference: _____ Eligible? Y N

Processed by: _____ Date: _____