



NORTH BRISTOL

Post 16 Centre



NBP16C Bursary Application Guidance | 2024–25

This guidance document is intended to support the completion of the NBP16 Bursary Application Form. We encourage all applicants to read the NBP16 Bursary Funding Policy in full before completing this application: <http://www.nbp16c.org.uk/Student-info/Bursary-Funding-Information/>

Am I Eligible?

If you can evidence that any of the following apply to you, you will be eligible for a 'Priority 1' vulnerable student bursary:

- Young people aged 16 and 17 in care/ Care leavers
- Young people receiving Universal Credit in their own name
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)
- Unaccompanied asylum-seeking children

This table details the criteria for eligibility for the discretionary bursary:

Priority	Criteria	Indicative Award
2	Students who are unable to access any other form of learner support funding and parental income (including child tax credit and working tax credit) is below £25,000 and/or they are eligible for Free School Meals	<ul style="list-style-type: none">• Full cost of travel to centre• Full course costs
3	Students who are unable to access any other form of learner support funding and parental income including child tax credit and working tax credit is between £25,001 and £30,000	<ul style="list-style-type: none">• 2/3 cost of travel to centre• 2/3 course costs
4	Students who do not fall into any of the above categories but whose circumstances are causing them to suffer hardship or who are at risk of being unable to continue their studies because of hardship.	<ul style="list-style-type: none">• At the discretion of the Director of Post 16

If you believe you meet one or more of the criteria above, you should complete an application form. If you are unsure, please come and have a chat with a member of the Post 16 team. As a guide, if you have previously been entitled to Free School Meals, it is likely that you will be eligible.

If you have accessed the Post 16 bursary in a previous academic year, you will need to complete and sign a continued eligibility form.

You are encouraged to make an early application, but you can apply for a bursary later in the year if your circumstances change. We cannot guarantee that applications received after the October half term will be reviewed and applications will be closed for the year once budget allocations have been reached.

How Do I Apply?

If you wish to apply for a bursary you should:

- Check that you meet the financial eligibility criteria detailed above. Contact Ms Haine (Redland Green) or Ms Dutton (Cotham) for support if needed.
- Complete an application form, answering all questions in full to avoid delay with processing your application. You can collect a paper copy from the Post 16 office, or download it from our website: <http://www.nbp16c.org.uk/Student-info/Bursary-Funding-Information/>
- **Attach securely the required original / photocopied evidence as indicated on the form.** All information submitted via the application form must be supported by the necessary accompanying evidence, as indicated in the guidance document. The supporting evidence will be reviewed by NBP16 and this will be the basis of eligibility decisions. You will find a table on the final page of this guidance to assist you with this.
- Ensure that you (the student) have a bank account in your own name.

How Will I Know if My Application Has Been Successful?

We endeavour to review all applications as quickly as possible and you will receive a confirmation letter as soon as a decision has been made. The speed of the process will be significantly helped by you providing all of the necessary supporting documentation with your application.

How Will I Receive the Bursary Funding?

Wherever possible, payments will be made “in kind”. For example

- Inter-departmental funds transfers to cover particular course costs (e.g. visual arts materials).
- Purchase of essential equipment on loan to you for the duration of the course.
- Provision of a dedicated onsite study pod to support your hour-for-an-hour learning.
- Payment for the cost of essential trips or visits.

How Do Travel Payments Work?

Payments relating to transport will be paid directly into your (the student’s) bank account on a weekly or fortnightly basis in arrears, based on your attendance during that time. You will need to provide a travel ticket with your application.

- Payment is withheld / reduced in the event of unauthorised absence.
- If a student is absent through illness or for other authorised reasons then payment will need to be reviewed / reduced for that period.
- Payment to cover travel by bus will be capped at the amount for a weekly bus pass (for routes no further than the journey from the student’s home address to the Centre).
- Payment to cover travel by bus and train will be capped at the rate for a student ticket.
- Where a combination of public transport is used (e.g. bus and train), only one mode of transport can be claimed for.
- Claims for petrol costs are at the discretion of the Centre and are unlikely to be approved unless there is no viable alternative for travel.
- Travel costs will be capped at a maximum of £20 per student, per week.

What Evidence of Household Income Might I Need to Provide?

Income source	Evidence Required	Check
Annual Salary	P60 for the last tax year for all adults in the household with caring responsibility or, TC602 / Universal Credit statement detailing earned household income.	
Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice for the current tax year. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Working Tax Credit Award Notice for the current tax year. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	
Free School Meals	Confirmation letter	
Support under part VI of the Immigration and Asylum Act 1999	Relevant paperwork	

The easiest way to tell us about your income is to send your latest Tax Credit Award Notice (form TC602) that correctly states your total household income for the tax year.