



September 2017

Dear Student

### **16-19 Bursary Fund**

The Bursary scheme is to help support students, continuing in post-16 education, facing financial barriers or difficult circumstances.

Each school has been allocated a fixed amount of money and has a compulsory obligation to firstly support those most vulnerable students and the remaining funds to be awarded on a discretionary basis targeting students facing financial hardship. Bursaries will be used specifically to help students pay for books (the minimum requirement), equipment and other course-related costs.

If you think you may be eligible for a Bursary and to ensure awards are fairly and correctly administered, please complete the attached proforma together with supporting evidence (e.g. free school meal letter, Income based Job seekers Allowance, Tax Credit Award Notice **FOR 2017/18 in full**, Pension Credit, Council Tax Credit, Income based Employment and Support Allowance, Income Support, Disability Element of Working Tax Credit, P60s, Housing Benefit and Local Housing Allowance). All applications are to be submitted by Friday 6<sup>th</sup> October 2017 and in an envelope marked for the attention of :

Mrs J Gray  
Finance Assistant  
Finance Office W15  
The John of Gaunt School

All documentation will be treated in the strictest of confidence and returned to you once a decision has been made. Please note however, that an application does not automatically guarantee a Bursary.

In the meantime, if you are finding it difficult to obtain the correct resources for your course, please speak to me in the Sixth Form office; it is possible that we may be able to assist you before this date.

Yours sincerely

Mrs L Baines  
Assistant Headteacher and Director of Learning Post-16 Studies  
The John of Gaunt School

Enc. Application for 16-19 Bursary