

## 16-19 Bursary Fund Statement

Once you have received an offer of a place with Shape you may also be eligible to apply to us for a 16-19 Bursary, which will help you with the costs of your course. You will need to meet the following criteria and prove that you have a financial need.

### Eligibility

You **must** be:

- Unemployed
- Over 16 and under 19 on 31<sup>st</sup> August
- Over 19 and with an Education, Health and Care Plan

You **may** be:

- Needing help with the cost of travel for your course
- Needing help with the cost of lunch whilst on your course
- Needing help with the cost of books for your course
- Needing help with the cost of equipment for your course
- Needing help with other costs relating to your course
- Under the care of the Local Authority
- Someone who has just left the care of the Local Authority
- Receiving Income Support or Universal Credit in your own name
- Disabled and receiving Employment Support Allowance or Universal Credit **and** Disability Living Allowance or a Personal Independence Payment in your own name
- An under 18 unaccompanied asylum seeker
- 18 and been granted your own asylum

### How to apply

You will need to:

- 1) Complete a Financial Support Application when you start with Shape.
- 2) Give us your bank account details so that we can pay the bursary into your bank.
- 3) Bring a current, official award notice or letter from the Department of Work and Pensions (DWP), HMRC or your Local Authority to show:
  - a) Your household is on means tested benefits or receiving tax credits **or**
  - b) You are under the care of the Local Authority **or**
  - c) You have been under the care of the Local Authority for 13 consecutive weeks or more which began after the age of 14 and ended after the age of 16 **or**
  - d) You are claiming Income Support or Universal Credit **or**
  - e) You are claiming Employment Support Allowance or Universal Credit **and** Disability Living Allowance or a Personal Independence Payment **or**
  - f) You have been granted your own asylum.

### Bursary Decision

You will receive a letter giving the bursary decision.

If you have been allocated a bursary the letter will detail how much it is, what it is for and when it will be paid.

If you are unhappy with the decision, you can use the Shape complaints procedure to explain why you think the decision is wrong.