



## 16-19 Bursary Fund – Discretionary Bursary

| <u>Area of support</u>  | <u>How support may be provided if a Discretionary Bursary is approved</u>   |
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| <b>Books &amp; equipment</b>                                  | We prefer books to be ordered by Finance as we can obtain favorable rates-please send the request form to Finance.If this is not possible, the costs of books and/or equipment/stationery may also be reimbursed on production of receipts. At the completion of your study, you would be expected to return the books to school for use by future students. As such, books &/or equipment should be well looked after. |
| <b>Travel to &amp; from school</b>                            | Where possible travel passes/tickets can be requested of Finance, or if not passes/tickets should be purchased and this cost will be reimbursed.  |
| <b>Field trips &amp; additional course costs</b>              | The cost of field trips or other curriculum based visits required to be undertaken by a student as part of their studies can be covered. There will be a tick box on the trip letter or a funding request form will be required. We do not support social events.   |
| <b>Travel to universities for Higher Education interviews</b> | Travel costs will only be covered for university interviews where these form an essential part of the selection process. Travel costs will be reimbursed on production of receipts or at an agreed mileage rate.  |
| <b>Examination fees</b>                                       | Where it is necessary for a student to sit examinations, for example university entrance tests, the examination fee could be paid by the school. In exceptional circumstances, fees for public examination re-sits can be claimed. This is at the discretion of the examinations officer and subject teacher.   |
| <b>UCAS application fee</b>                                   | The fee for making an application through UCAS may be reimbursed.   |
| <b>Clothing for school (in extreme circumstances only)</b>    | An allowance of up to £200 in the first year may be allocated to a student for the purchase of clothing in order to comply with the change in dress code and are value for money items. In future years a clothing allowance will be awarded only in exceptional circumstances by arrangement with the Bursary Manager.   |

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| <b>Costs of extra-curricular activities (only when directly relevant &amp; essential)</b> | A contribution towards the fees for attending extra-curricular activities may be covered by the school, but only when these are shown to be directly relevant to a course of study and it is considered essential for a student to take part in these.  |
| <b>Other costs that directly support school attendance</b>                                | There may be other examples of where an allocation may be made. These will be assessed on an individual basis, based on information provided by the applicant. If a student does not have any access for a device at home such as a Chromebook, please contact Mrs Wilson to arrange the loan of a device. Students will be notified separately if they are entitled to a meal allowance to cover purchases in the School Restaurant. |

Please contact Mrs Wilson in the Finance Office for further advice, clarification or help in determining if items are covered by the bursary scheme before making any purchases.