

## UTC Reading 16-19 Bursary Fund Application Form 2025/2026

Please complete the form and hand it into/post via main reception at UTC Reading, noting for the attention of the FINANCE OFFICE on the envelope.

**If you were in receipt of a UTC Reading Bursary previously, you will need to reapply.**

Applicants should open a bank account if they do not already have one as claims are ONLY paid by BACS bank transfer.

Title:	Surname:	Forename:
Address:		
Postcode:		
Contact phone number:	Email:	
Date of birth (DD/MM/YY)	Your age: (you must be 16, 17, 18 on the 31 <sup>st</sup> August 2024 to apply)	
Have you the right of abode and been resident in the UK for the last 3 Years?	Yes	No
<b>Bank details – essential</b>		
Name of account holder	Bank account number (8 digits)	Sort code (6 digits)

### Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

### Discretionary Bursary Criteria

#### Have you been in receipt of Free School Meals in the last 2 years?: Yes / No

If you have been in receipt of Free School Meals then you are eligible for the bursary and no further evidence is required other than details of what the financial assistance will be used for – see over, and your bank details above.

**If you or your family have not been in receipt of Free School Meals then you will not be eligible for a bursary payment unless there are exceptional circumstances.**

**Vulnerable Bursary Criteria – This is an official term and often applies to looked after children and that young person is eligible in their own right.**

To qualify **you as the student must qualify in your own right** and must fall into one of the categories below and produce the required evidence as stated.

Are you, as a student, in receipt of Income Support or Universal Credit (evidence required – Income support or Universal Credit Statement letter)

Yes	No
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Are you a Care Leaver or currently looked after in care? (**evidence required – letter from Local Authority**)

Yes	No
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Are you a Disabled Student in receipt of both Employment Support Allowance and Disability Living Allowance/ Personal Independence Payments (evidence required financial statement showing both ESFA and DLA/PIP)

Yes	No
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**STUDENT REQUEST FOR ASSISTANCE FORM**

The amount of financial assistance you receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you believe you will need during the academic term.

**This information is strictly confidential and will only be used for this assessment purpose**

<b>Assistance required (please provide details)</b>	<b>Details</b>	<b>Amount required £</b>
Travel		
Meals		
Appropriate clothing to suit training and placement requirements		
Equipment		
Any other		

NB you will be asked to provide receipts to prove that any financial assistance has been spent on approved items.

If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide them here:

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**LEARNER DECLARATION**

• I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.

- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, attendance is expected to be **97%** or above, teachers' targets must be met.
- Holidays will be unpaid
- The bank account details provided must be in the name of the student.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the complaints procedure.
- I understand that this application process will be repeated each year of study.
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**I confirm I have read the information provided and I agree to the conditions of this application.**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Carer or Key Worker Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

OFFICE/Assistant Head of School COMMENTS:

**FOR OFFICE USE ONLY**

Student Name \_\_\_\_\_

Eligibility (please tick appropriate box)

<b>Vulnerable bursary – this is a specific term</b>		<b>Young people who receive income support/universal credit. Care leavers or young people who are looked after children Disabled young people in receipt of both employment support allowance and disability living allowance/PIP</b>
<b>Discretionary Bursary</b>		<b>Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.</b>
<b>Both</b>		<b>Young people who qualify for the vulnerable bursary but who require extra assistance in the costs of participating in learning</b>

**BURSARIES PROTOCOL**

UTC Reading will administer the Bursary Fund awarded with the Education Funding Agency’s 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure.

All recording along with evidence of eligibility will follow UTC Reading procedures.

Two types of Bursary will be available to young people aged 16-19 who commence their training in the school year.

### **Discretionary Bursary**

This may be awarded on an identified needs basis and at UTC Reading's discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sits fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

- Applicants must be under 19 on 31 August 2023
- Eligibility for Free School Meals will be proof of eligibility for the Discretionary Bursary

### **Vulnerable Bursary**

This category includes young people in care, care leavers, young people in receipt of Income Support/ Universal Credit and Disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance who will be eligible to receive a Bursary of £1200 per year or pro rata in the case of short courses.

- Applicants must be under 19 on 31 August 2024
- Evidence to support the application will be needed such as a letter setting out the benefit to which the young person is entitled, or written confirmation of current/previous 'looked after' status from the relevant Local Authority, or their Leaving Care Review Document.

In both cases the young person will complete an application form and will provide the required evidence as listed above. The application will be processed (upon receipt of the required evidence). If the outcome is unsuccessful, the young person will be made aware of the outcome in writing. Receipt of the Bursary will be conditional on the young person meeting agreed standards of attendance and behaviour – teachers targets to be met each term and attendance to be over **97%**.

**The payments will be split into 3 equal amounts payable across the academic year.**

If your attendance does not meet the target rate of 97% then the amount of bursary paid will be reduced and could in fact be a zero payment if attendance drops below 90%.

ALET/UTC Reading Complaints Procedure is in place to cover:

- Queries/disagreements over applications for both the Vulnerable and Discretionary Bursary Funds
- Queries/disagreements over agreed standards of attendance and behaviour
- Complaints should be made in the normal way

Completed Applications should be posted to:

Finance - 16-19 Bursary Applications  
UTC Reading  
Crescent Road  
Reading  
RG1 5RQ

**Or email to** [enquiries@utcreading.org.uk](mailto:enquiries@utcreading.org.uk)

**All applications must reach the school by 5pm on 30th September 2025, only limited funds are available for distribution.** If you require any help or assistance, please speak to Louisa Owen.

We aim to inform all applicants of the outcome of their claims by October half term. Activate Learning Education Trust maintain and process personal data (including sensitive personal data) concerning the bursary application for the purpose of carrying out the assessment and payment of the Bursary. By returning a signed copy of this application you consent to ULT maintaining and processing such data in accordance with your rights under the Data Protection Act 1988 and the General Data Protection Regulations.