

Post 16 Bursary Application

How to apply successfully!



Am I eligible for the Post-16 Bursary?



I am in receipt of / am eligible for Free School Meals



My family is on a low income / one adult at home



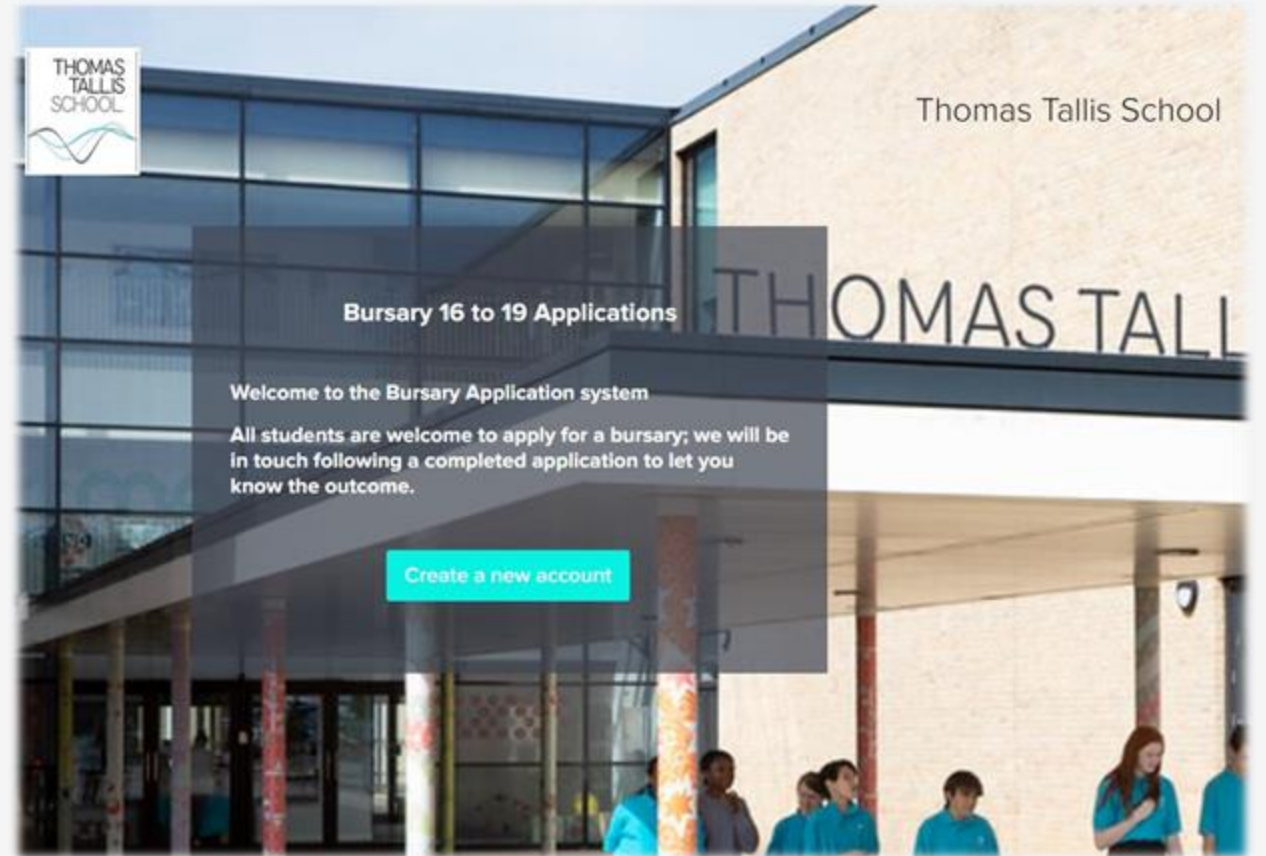
I am a carer / in care / care leaver / receive benefits

Year 12/13 - New Bursary Applications

Before making an application please ensure you have read the Thomas Tallis School Bursary Policy which can be found by clicking [here](#).

To start a new application please visit <https://tallispost16bursary.applicaa.com/1>

Click 'Create new account' and set up your account using the [email address you access the most](#).

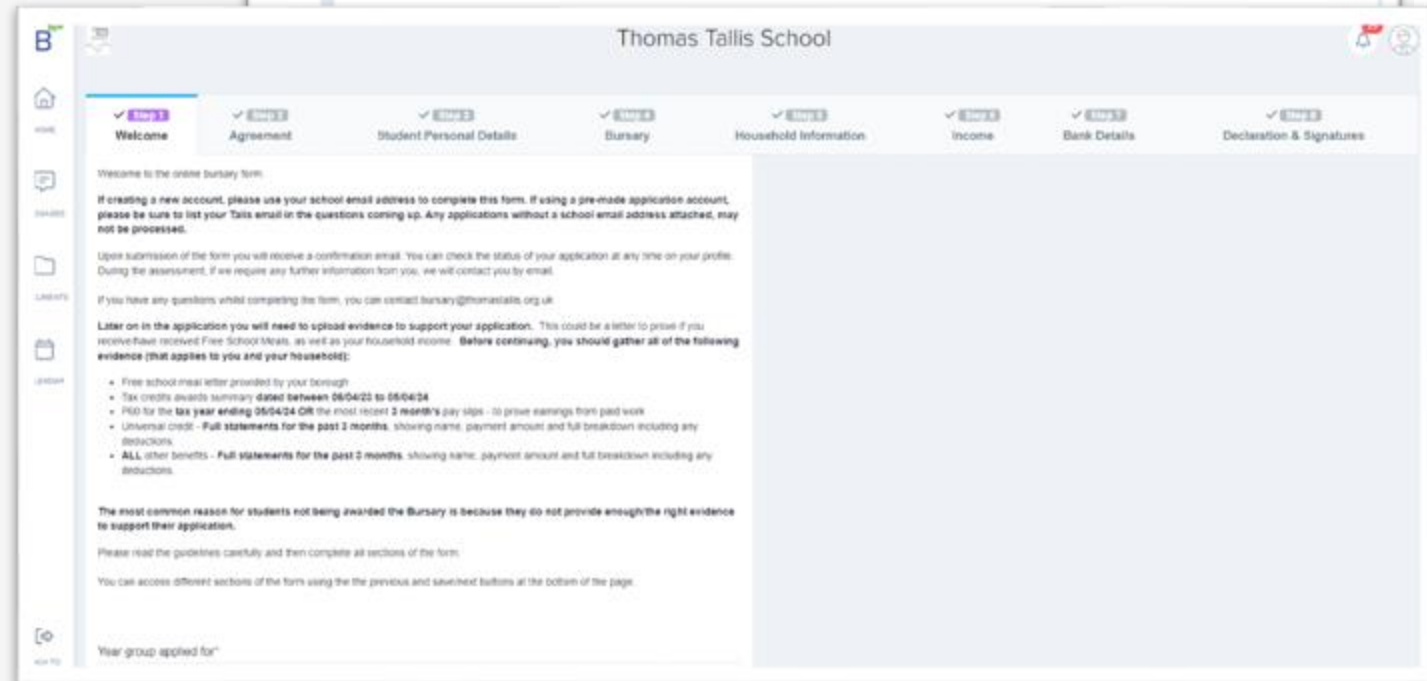
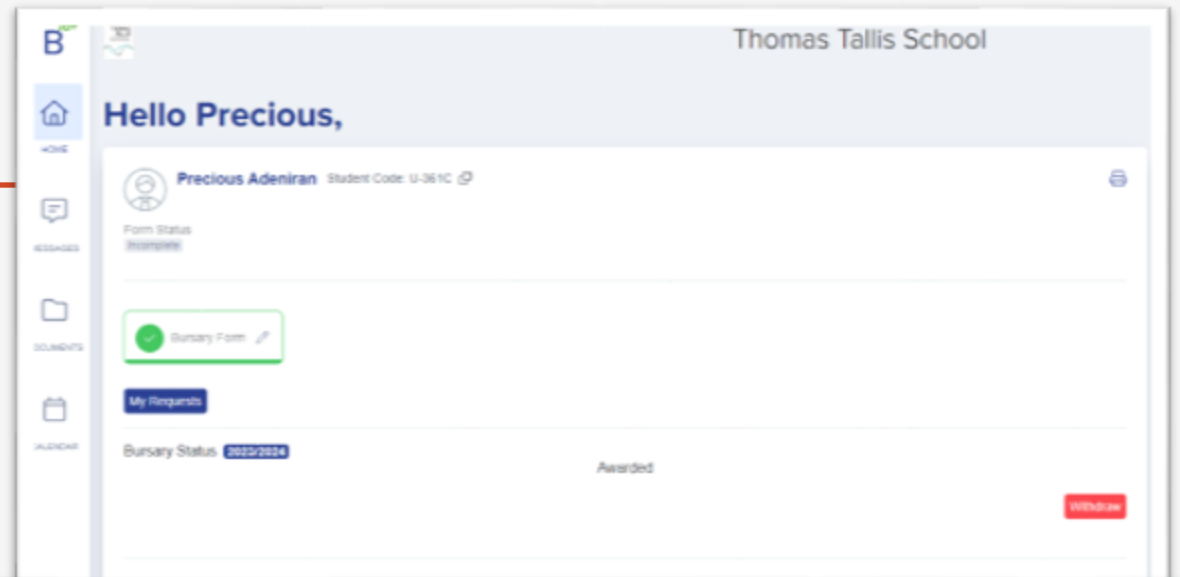


Stages of your application

Once you have set up your account, you will need to select your Bursary form and then fill in each of the Steps, 1-8

Before you begin, ensure you have the following:

- ❑ **Free School Meals award letter** from your home Borough
- ❑ **Evidence of income** for all the adults in your house. **P60 dated 6 April 2023 to 5 April 2024 OR wage slips covering the past 3 months.**
- ❑ **Evidence of any benefits** e.g. **Universal Credit, Tax Credits, PIP full award letter**



Examples of evidence

EMPLOYEE No.	EMPLOYEE NAME	PROCESS DATE	NATIONAL INSURANCE No.		
1776	Mr. AN Example	31/07/2022	AA123456A		
PAYMENTS	UNITS	RATE	AMOUNT	DEDUCTIONS	AMOUNT
Salary	1.00	1666.6667	1666.67	PAYE Tax	123.60
				National Insurance	111.79

THIS PERIOD	
Total Gross Pay	1666.67
Gross for Tax	1666.67
Earnings for NI	1666.67

Mr. AN Example 123 Example Road Town County	A1 2AA	Payment Period	Month
Employer Name	Tax Code: 1257L	Dept:	Payment Method: BACS
	Tax Period: 4		

P60 End of Year Certificate

Tax year to 5 April 2022

This is a printed copy of an eP60

To the employee:
Please keep this certificate in a safe place as you will need it if you have to fill in a tax return. You also need it to make a claim for tax credits and Universal Credit or to renew your claim.

It also helps you check that your employer is using the correct National Insurance number and deducting the right rate of National Insurance contributions.

By law you are required to tell HM Revenue and Customs about any income that is not fully taxed, even if you are not sent a tax return.

HM Revenue and Customs

Employee's details

Surname: Sunshine
Forenames or initials: Lovely
National Insurance number: CT123456C
Works/payroll number: HE9810

Pay and Income Tax details

	Pay		Tax deducted	
	£	p	£	p
In previous employment(s)	0	00	0	00
In this employment	891	00	0	00
Total for year	891	00	0	00

Final tax code: 1257L

Figures marked * should be used on your tax return, if you get one

National Insurance contributions in this employment

Earnings at the Lower Earnings Limit (LEL) (where earnings are equal to or exceed the LEL)	Earnings above the LEL up to and including the Primary Threshold (PT)	Earnings above the PT, up to and including the Upper Earnings Limit (UEL)	Employer's contributions due on all earnings above the PT
£	£	£	£ p
480	256	155	18 60

Any payments included in the pay 'in this employment' figure above

	£	p	Statutory Paternity Pay	£	p	Statutory Shared Parental Pay	£	p
0	00	0	00	0	00	0	00	
0	00	0	00	0	00	0	00	

Details

of Loan deductions employment (£ only): 0

of Statutory Loan deductions employment (£ only): 0

of Employee: Lovely Sunshine, Any Street, Any City, AC20 5TH

Your employer's full name and address (including postcode): Company GH, Any Street, Any City, AC20 5TH

Employer PAYE reference: 123/AA12345

Certificate by Employer/Paying Office:
This form shows your total pay for Income Tax purposes in this employment for the year. Any overtime, bonus, commission etc., Statutory Sick Pay, Statutory Maternity Pay, Statutory Paternity Pay, Statutory Shared Parental Pay, Statutory Parental Bereavement Pay or Statutory Adoption Pay is included.

GOV.UK Universal Credit

Payments

laura [redacted]
56 [redacted] Road
LONDON
SE12 [redacted]

Assessment period: 9 March to 8 April 2024
[Need help understanding your assessment period?](#)

Your payment this month is

£981

This will be paid by 5th April 2024

What you're entitled to

Standard allowance £368.74
You get a standard amount each month. You said you're single

Housing £1,675.00
[Need help understanding your housing?](#)

Common errors and how to avoid them

Step 4 - Bursary

Discretionary Bursary for ALL students

except those in Care, Care Leavers or those in receipt of Benefits in their own name e.g. PIP.

If you live in Greenwich Borough and do not have a letter confirming that you receive Free School Meals, then you can request a letter by emailing pandsbenefits@royalgreenwich.gov.uk

If you do not live in Greenwich, you need to contact your home Borough benefits department.

The screenshot shows a web interface for a bursary application. At the top right, the user's name 'I Thomas' is displayed. Below it is a progress bar with four steps: 'Step 1 Welcome', 'Step 2 Agreement', 'Step 3 Student Personal Details', and 'Step 4 Bursary'. The 'Bursary' step is currently active. The form content includes:

- Section B: Type of Bursary**
Please indicate which fund you are applying for. * ⓘ
 - Discretionary Payment
 - Vulnerable Learner
- Section D: Free School Meals Entitlement**
Do you receive Free School Meals? (Subject to confirmation by Royal Borough of Greenwich)* ⓘ
Yes
- Do you have a letter from your borough entitling you to have free school meals? * ⓘ
 - No
 - Yes
- Please attach a copy of your Free School Meals Letter: *
44EF7DC7_9EC5_4C9C_A146_8BA0D7EDC2A5.jpeg
Choose file

Common errors and how to avoid them

Step 5 – Household information

You must tick ALL the circumstances that apply to your family setting – if you are unsure, please speak to your parents/carers.

If you stated that you are in receipt of Free School Meals in Step 4, please answer 'No' to all the employment-based questions for the adults you live with.

If you are not in receipt of Free School Meals then you **MUST** give the employment details for the adults you live with. Please discuss this with them, as this is one of the parts of the form that many students complete incorrectly, which in turn delays the outcome of the application the most.

The screenshot shows the 'Step 5 – Household Information' form. The progress bar at the top indicates that Steps 1 through 4 are completed, and Step 5 is the current step. The form is divided into two main sections: 'Family Setting' and 'Employment'.

Family Setting

Who do you usually live with?
Changing this answer will reset any answers you have added to related questions that become hidden

Mother

Please indicate which of the following apply to you

- Low income/single wage family
- Medical conditions restricting household income
- High number of dependents in your household
- Level of household costs impacting on your household
- Travel costs (to travel to/from school)
- Any other circumstances that require consideration
- None of the above

Employment

Are you working?*

Changing this answer will reset any answers you have added to related questions that become hidden

Yes

No

Please specify (not working mother)* ⓘ

Unemployed

Are you Employed?*

Changing this answer will reset any answers you have added to related questions that become hidden

Yes

No

Are you Self Employed?*

Changing this answer will reset any answers you have added to related questions that become hidden

Yes

No

Are you a director or proprietor of 'A COMPANY' ?*

Changing this answer will reset any answers you have added to related questions that become hidden

Yes

No

Awarding the Bursary

- 1 Once you submit your application, I will assess it and double check that all of your evidence is suitable and that you meet the requirements for the Bursary to be awarded.
- 2 You will receive notification to your email address which will tell you whether your Bursary has been awarded, declined or if you need to submit more evidence.
- 3 If your Bursary is awarded you will then see the 'My Requests' tab on your profile when you next log in. For guidance on how to successfully submit a request, see the next slide.

Making Requests

The image shows a student portal interface. On the left is a navigation menu with icons for Home, Messages, Documents, and Calendar. The main content area displays 'Hello Jamila,' and 'Jamila Roble Student Code: U-C22F'. Below this, it shows 'Form Status Completed' and a 'Bursary Form' button with a green checkmark. A 'My Requests' button is circled in red. A 'Request' form is overlaid on the right, containing the following fields:

- Request type
- Purchase item*
- Reason including colour selection (if relevant) e.g. "Blue iPad case"
- Amount
- Web link for the item you are requesting ⓘ

A blue 'Save' button is located at the bottom of the form.

Request Type – Always 'Purchase' – We do not offer reimbursements so please do not purchase items using your own money.

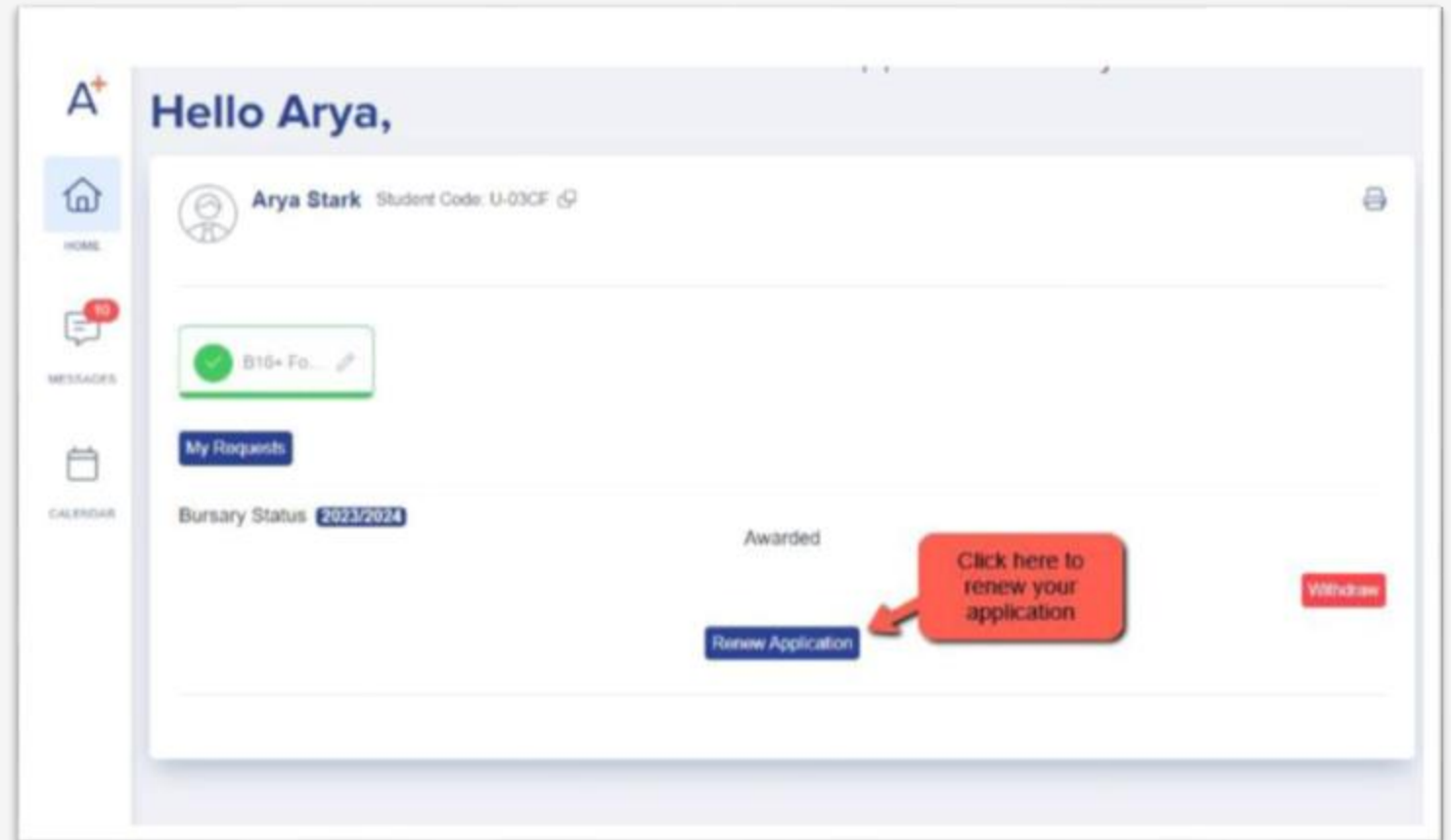
Reason should include any specifics e.g. Blue colour, 256GB, A4 size etc.

Requests will only be processed with a working **web link** and price included.

Renewing your Bursary – Year 13

You **MUST** renew your Bursary to enable you to make new requests this year. Your Bursary fund re-sets and any unspent funds from last year are not added.

If you are already in receipt of a Bursary then you need to log in to your existing account and you will see on your dashboard a 'Renew Application' button. Please select this to continue.



Renewing your Bursary – Step by step

A new window will open for you to ‘Review your previous Financial Status Information’.

Please select ‘Review Policy’.

Review Financial Information

Please review last year's application and indicate whether any of your financial information has changed.

Income

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£)

Any Other Income (£)

No Benefit

Summary Table

	Value
Total income	£0.00
House Equity	£0.00

Review Policy

There are no changes My financial information has changed

Renewing your Bursary – Step by step

Then select the Thomas Tallis Bursary Policy – this will open a new window and you must ensure you read the document before closing

When you close the Bursary Policy document you will be re-directed to the previous field, where you will need to confirm that you have read and agree to the Policy and then submit.



The screenshot shows a web form titled "Review Policy" with a close button (X) in the top right corner. Below the title, there is a horizontal line and the text "Please review and agree to the the bursary policy attached below". There are three main elements highlighted with red boxes and arrows:

- A blue link labeled "Thomas Tallis Bursary Policy 22-23" with a document icon, highlighted by a red box and a red arrow pointing left.
- A checkbox labeled "I have read and agree to the above policy", highlighted by a red box and a red arrow pointing left.
- A blue "Submit" button, highlighted by a red box and a red arrow pointing right.

Renewing your Bursary – Step by step

Once submitted you need to fully review the financial information.

If the information is correct and there have been no changes to household income since you applied last year, then select 'There are no changes.'

If there have been changes then please select 'My financial info has changed'.

Please review last year's application and indicate whether any of your **financial information** has changed.

Income

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£)

Any Other Income (£)

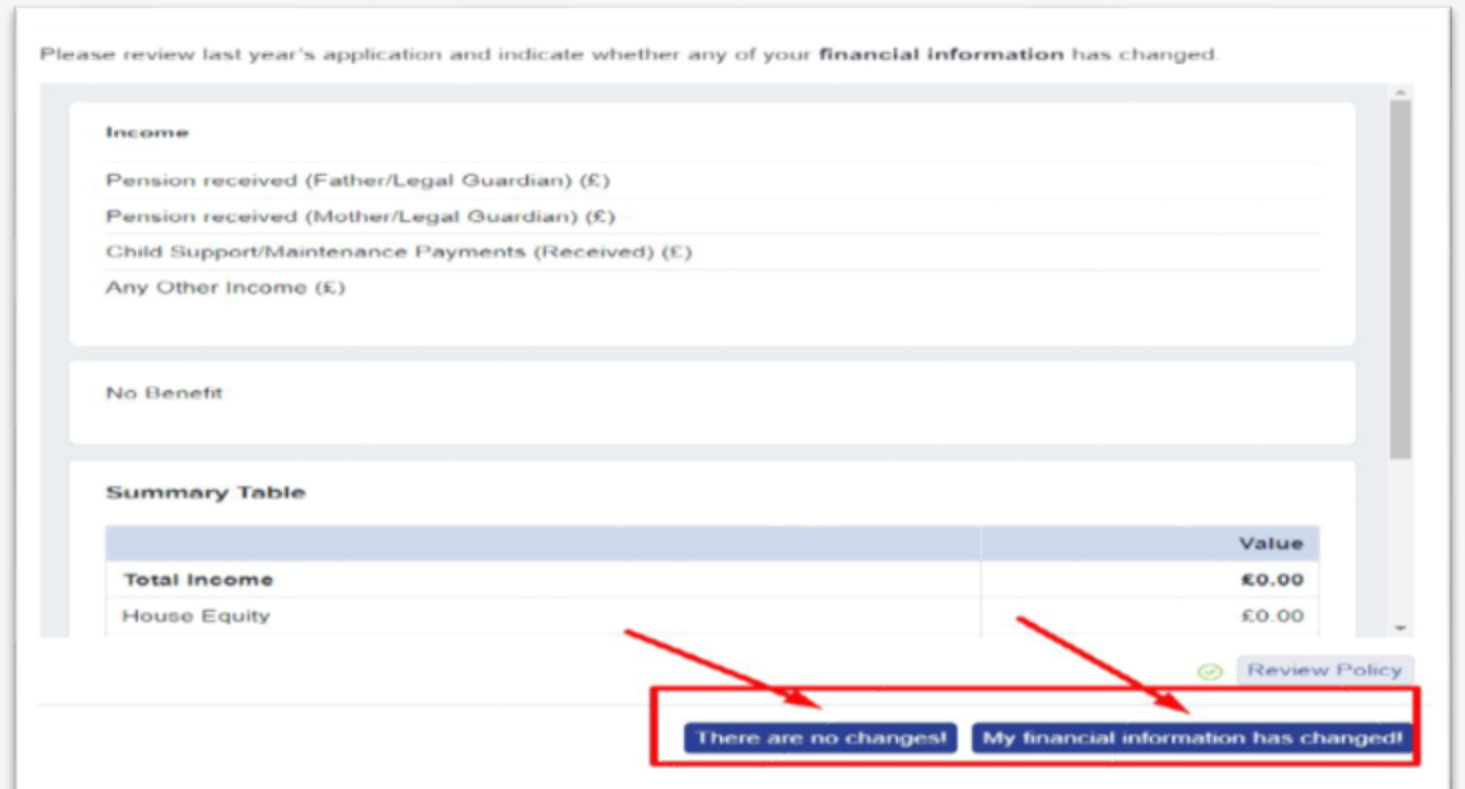
No Benefit

Summary Table

	Value
Total Income	£0.00
House Equity	£0.00

Review Policy

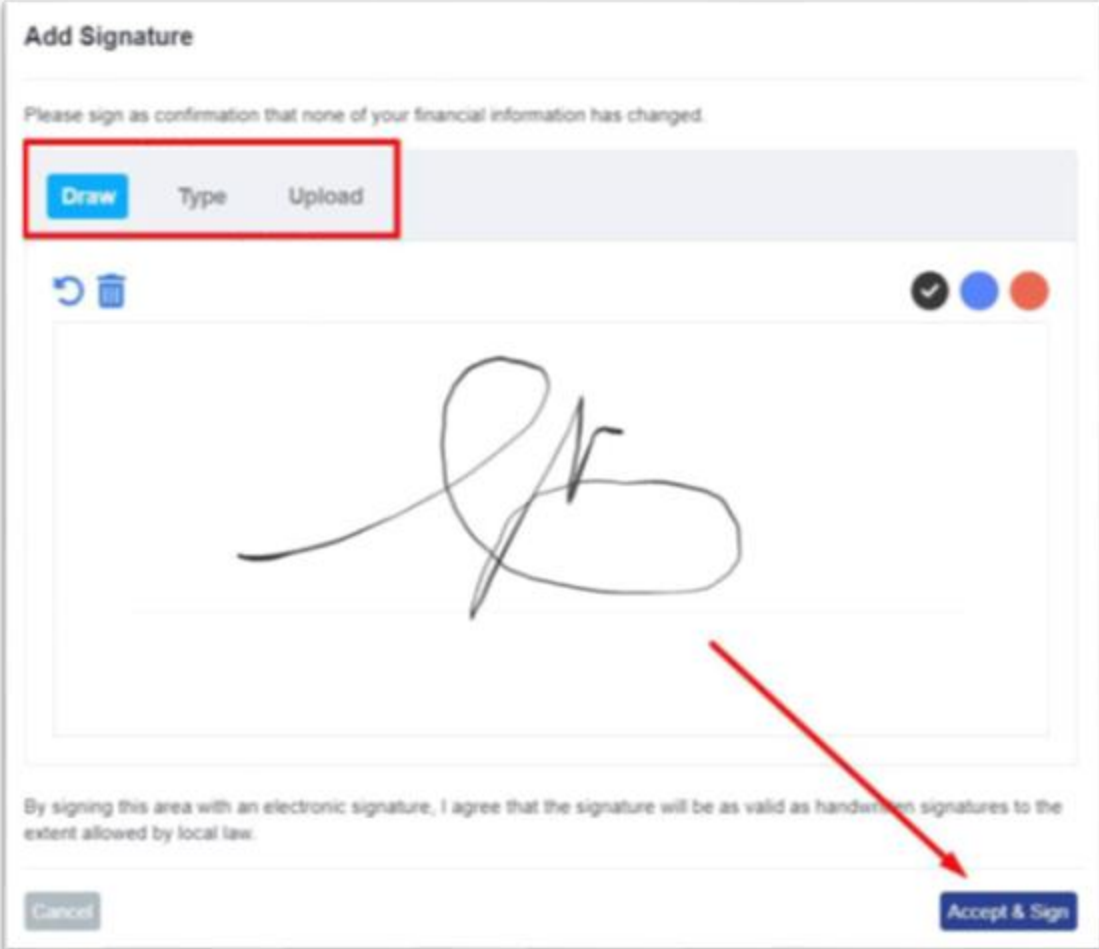
There are no changes! My financial information has changed!



Renewing your Bursary – Step by step

If there are no changes, you will be asked to provide a signature to confirm this. You can draw, type or upload an image of your signature.

Then select Accept & Sign to complete the renewal process.



The screenshot shows a web interface titled "Add Signature". At the top, it says "Please sign as confirmation that none of your financial information has changed." Below this, there are three buttons: "Draw", "Type", and "Upload". The "Draw" button is highlighted with a red box. In the center, there is a large white area where a signature has been drawn in black ink. To the right of this area are three colored circles (black, blue, red). At the bottom, there is a "Cancel" button on the left and an "Accept & Sign" button on the right. A red arrow points from the signature area towards the "Accept & Sign" button. At the very bottom, there is a small line of text: "By signing this area with an electronic signature, I agree that the signature will be as valid as handwritten signatures to the extent allowed by local law."

Renewing your Bursary – Step by step

If changes do need to be made to your financial information, the following pop up will appear:



You are about to renew your bursary application. Are you sure?

You have confirmed your financial information has changed. We will NOT copy the information over.

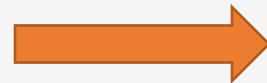
Confirm Cancel

Once you click confirm, it will show on your dashboard as 'Not Started'



Bursary Status **2024/2025** **Not Started** **Withdraw**

You will then be directed to start a new form, where you can add all of your updated information and evidence. Financial evidence should be for the Tax Year ending 6 May



Welcome Agreement Student Personal Details Bursary HK

Welcome to the online bursary form.

If creating a new account, please use your school email address to complete this form. If using a pre-made application account, please be sure to list your Talis email in the questions coming up. Any applications without a school email address attached, may not be processed.

Please ensure you have to hand the following information before beginning your application as you will be asked to attach scans or images of these documents prior to submission of your form:

- Evidence of your household income
- Documents showing any benefits to which your household are entitled
- Information about the property in which you reside

Application Timeline



More questions about Bursary?



Email bursary@thomastallis.org.uk



See **Mary Wood** – Bursary Officer, in the Sixth Form Admin Office 1-619B