Post 16 Bursary Application

How to apply successfully!

Am I eligible for the Post-16 Bursary?

- ☑ My family is on a low income / receive benefits
- ☑ I am a carer / in care / care leaver / I receive benefits

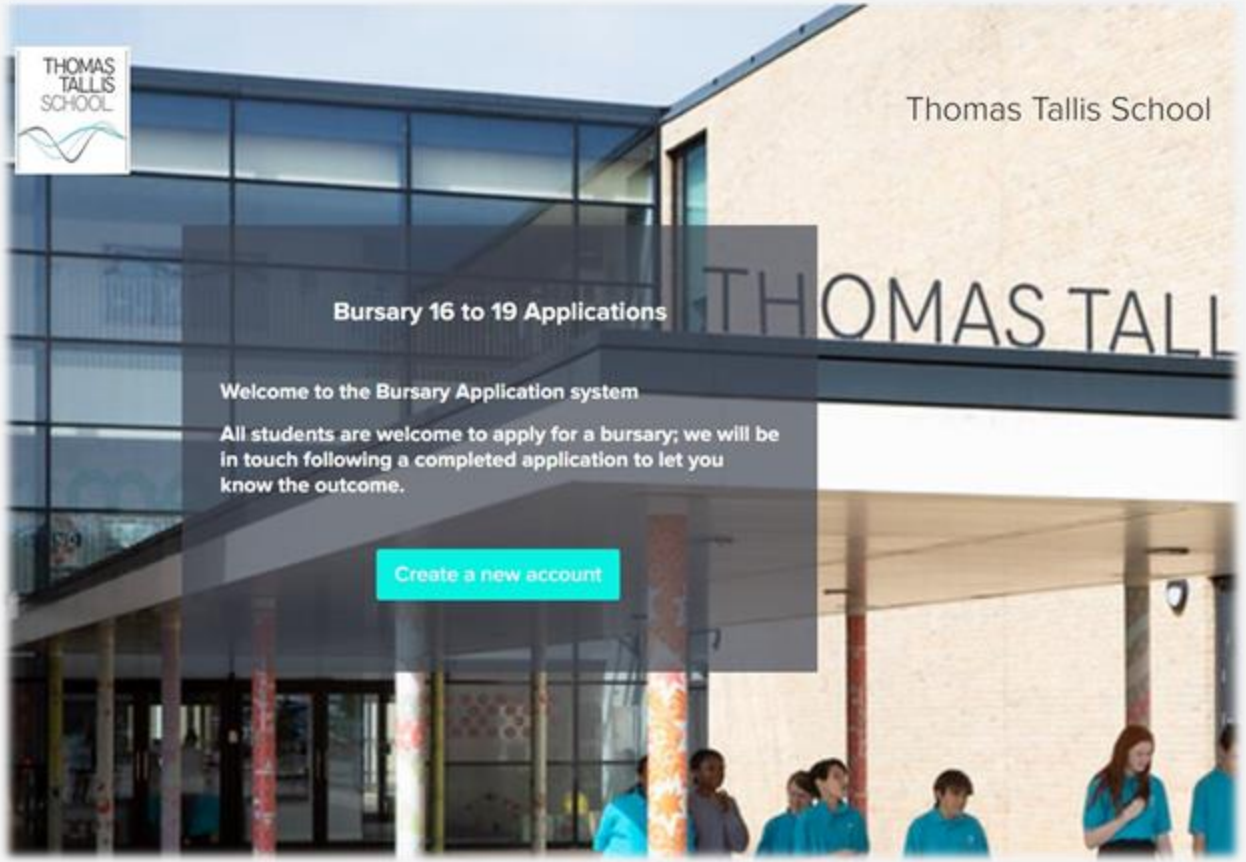
Year 12/13 - New Bursary Applications (Renewing Bursary on slide 12)

Before making an application, please

ensure you have read the Thomas Tallis

School Bursary Policy which can be found

by clicking here.



Myth busting!!!

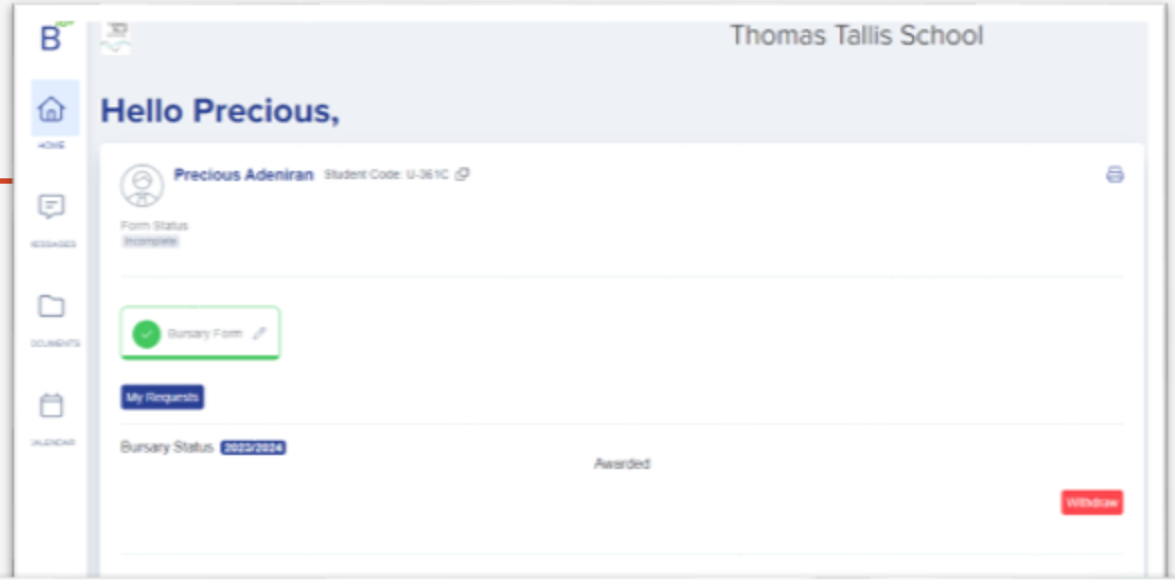
1. Each student has an individual pot of money to spend
2. I will automatically get £900 to spend
3. I will be awarded the same as all of my friends
4. I can order whatever I want e.g. iphone apple watch...

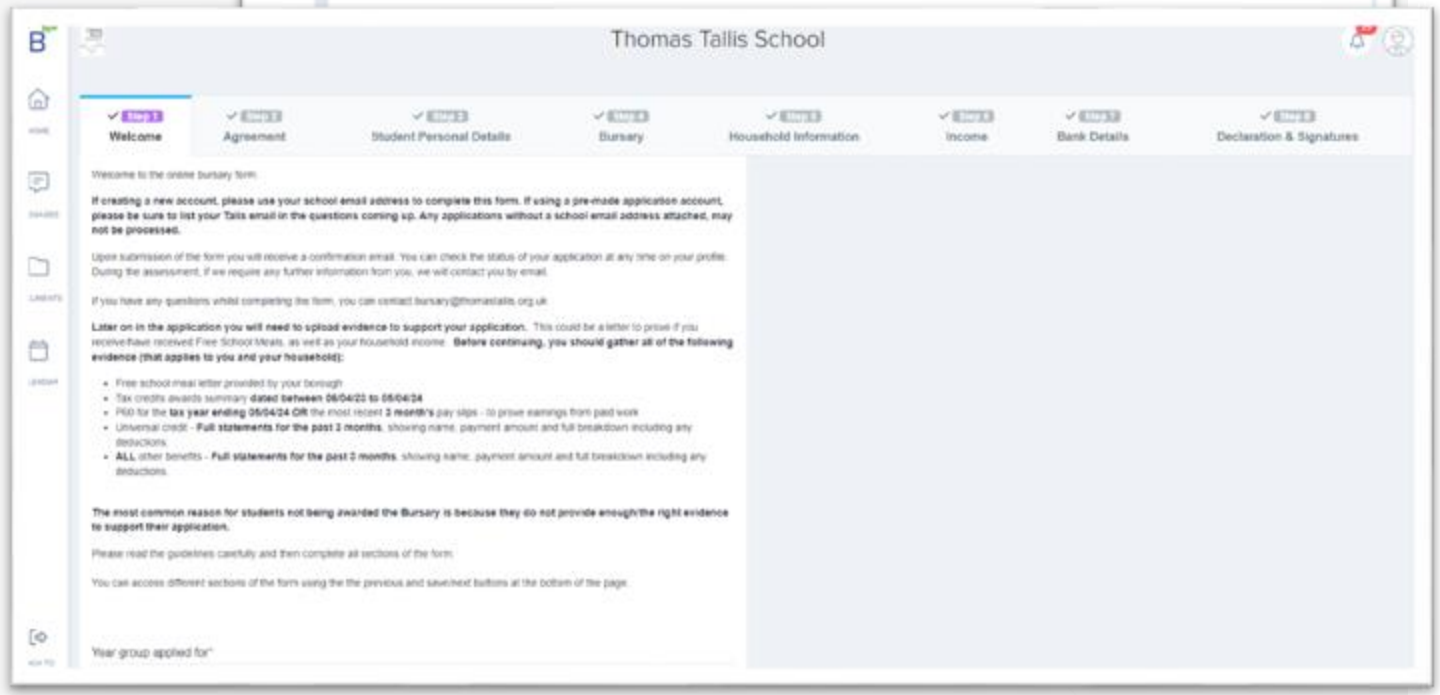
Stages of your application

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

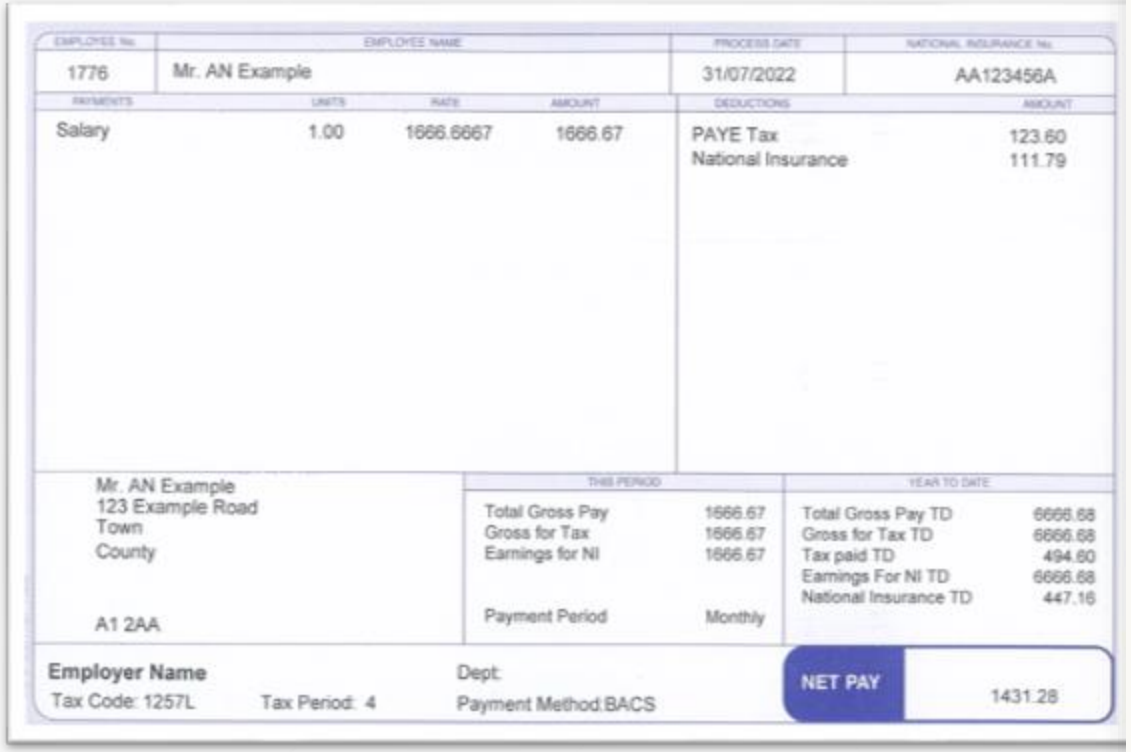
Before you begin, ensure you have the following:

- ❑ Free School Meals award letter from your home Borough
- ❑ Evidence of income for all the adults in your house. **Wage slips covering the past 3 months.**
- ❑ **Evidence of any benefits e.g. Universal Credit, Tax Credits, PIP <u>full award letter</u>**





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

Mr. AN Example
123 Example Road
Town
County

A1 2AA

THIS PERIOD		YEAR TO DATE	
Total Gross Pay	1666.67	Total Gross Pay TD	6666.68
Gross for Tax	1666.67	Gross for Tax TD	6666.68
Earnings for NI	1666.67	Tax paid TD	494.60
		Earnings For NI TD	6666.68
		National Insurance TD	447.16
Payment Period	Monthly		

Employer Name
Tax Code: 1257L Tax Period: 4
Dept:
Payment Method:BACS

NET PAY 1431.28

Skip to main content

GOV.UK

Universal Credit

Statement

Paul Molyneux
Your payment this month is

£423

This will be paid by 8pm on 29 April 2018

How we calculate your payment

Your payment is based on what you've told us and covers the period between **23 March** and **22 April**.

Standard allowance **£317.82**
You receive a standard Universal Credit allowance each month

Housing **£232.47**
You said that your rent is £400.00 per month

Total before adjustments **£550.29**

Advances

We deduct money from your payment to repay any advances

For a list of advances, please refer to your journal. (/journal)

The total we take off for advance repayments is **£45.84**

Debts and loan repayments

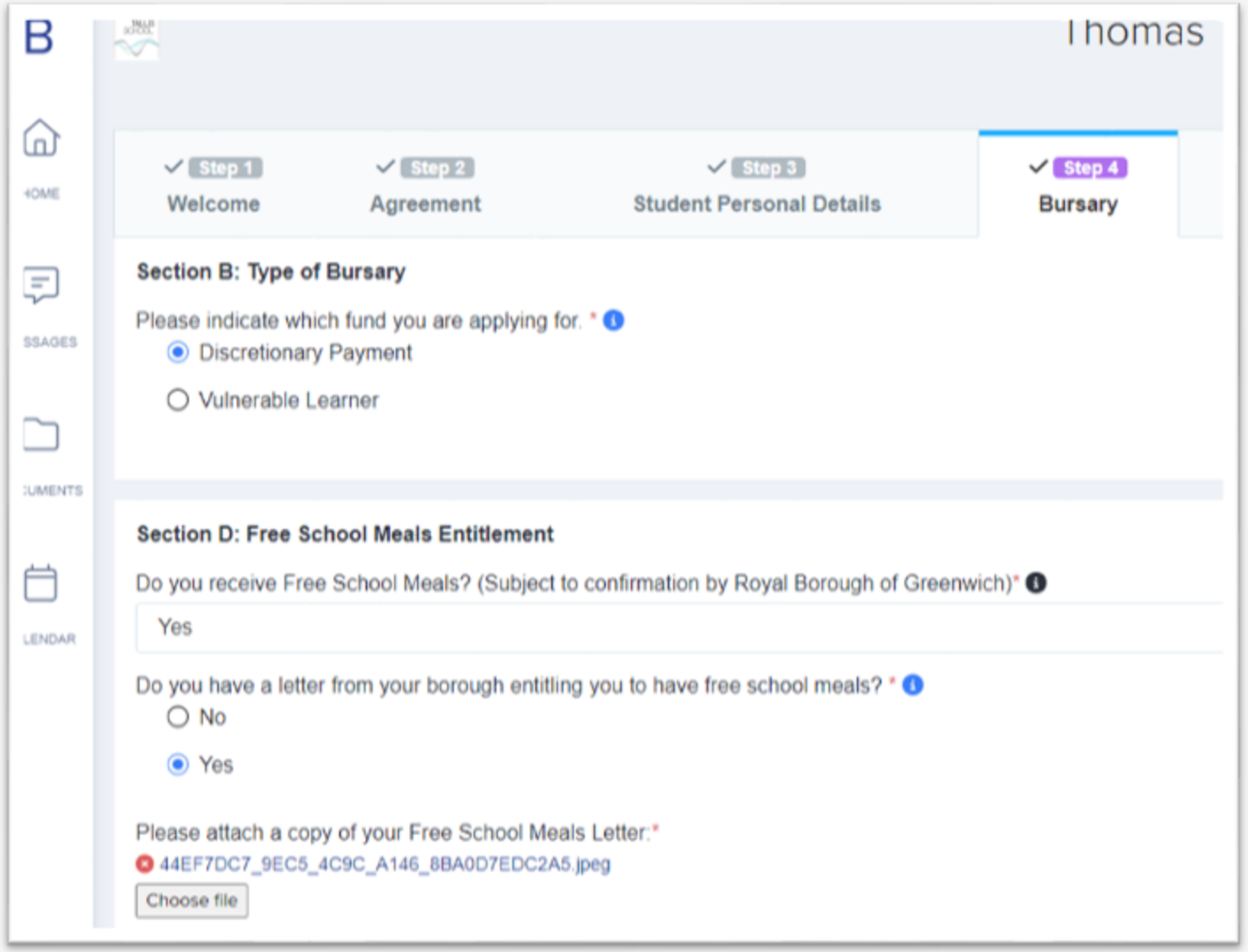
Common errors and how to avoid them

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.



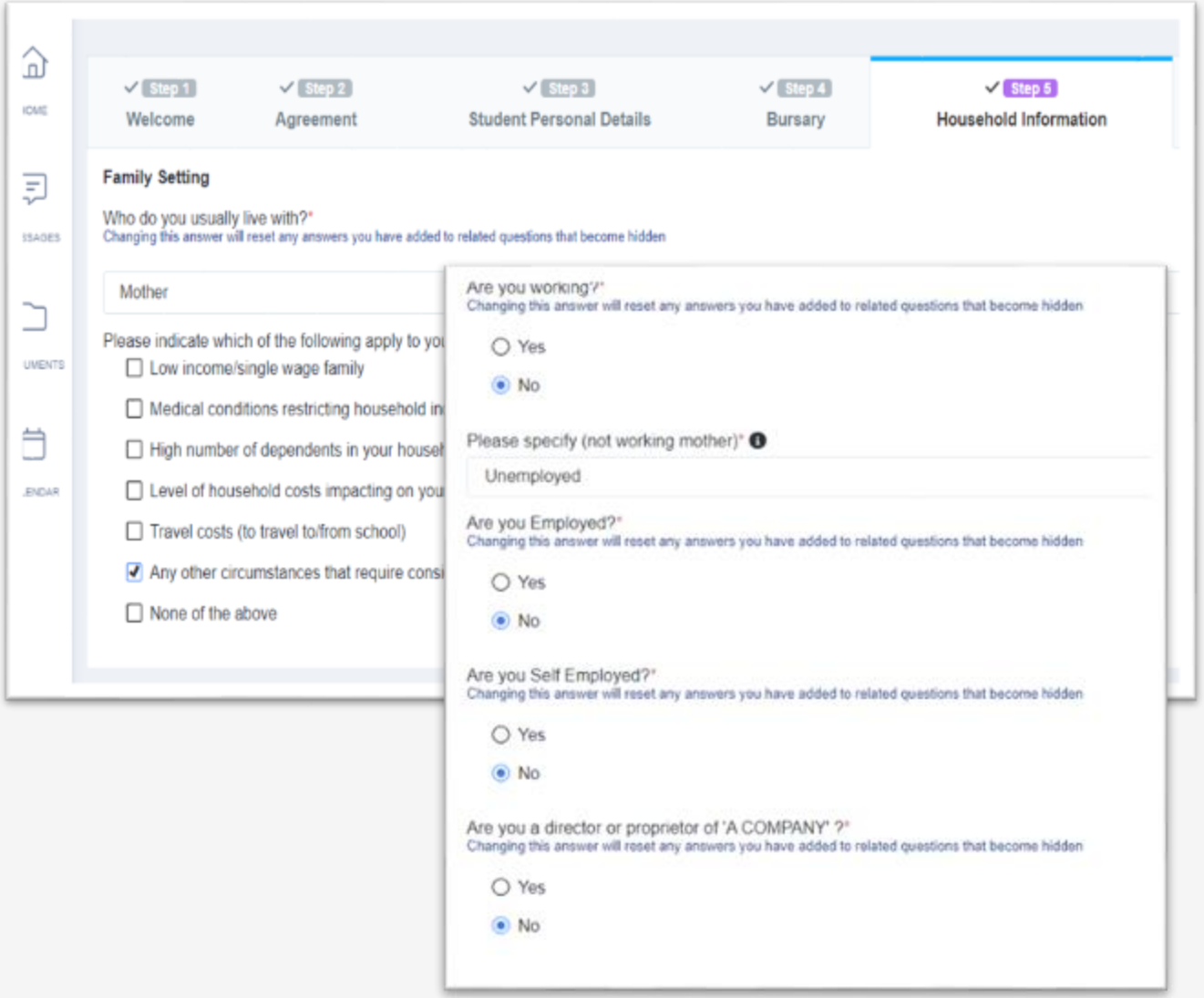
Common errors and how to avoid them

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.

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.



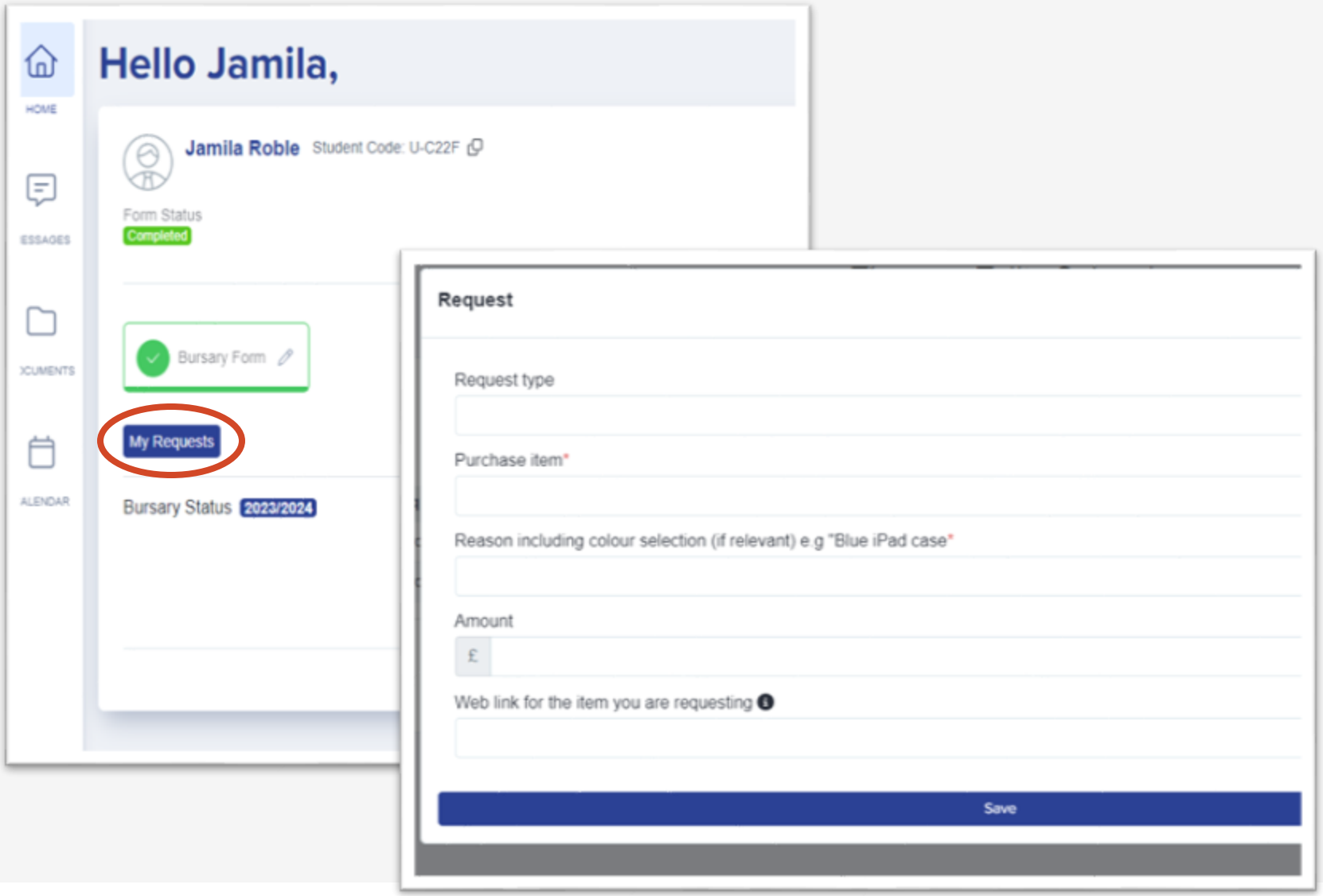
Awarding the Bursary

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



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.

Here's the link to start/continue your application

To start a new application please visit:

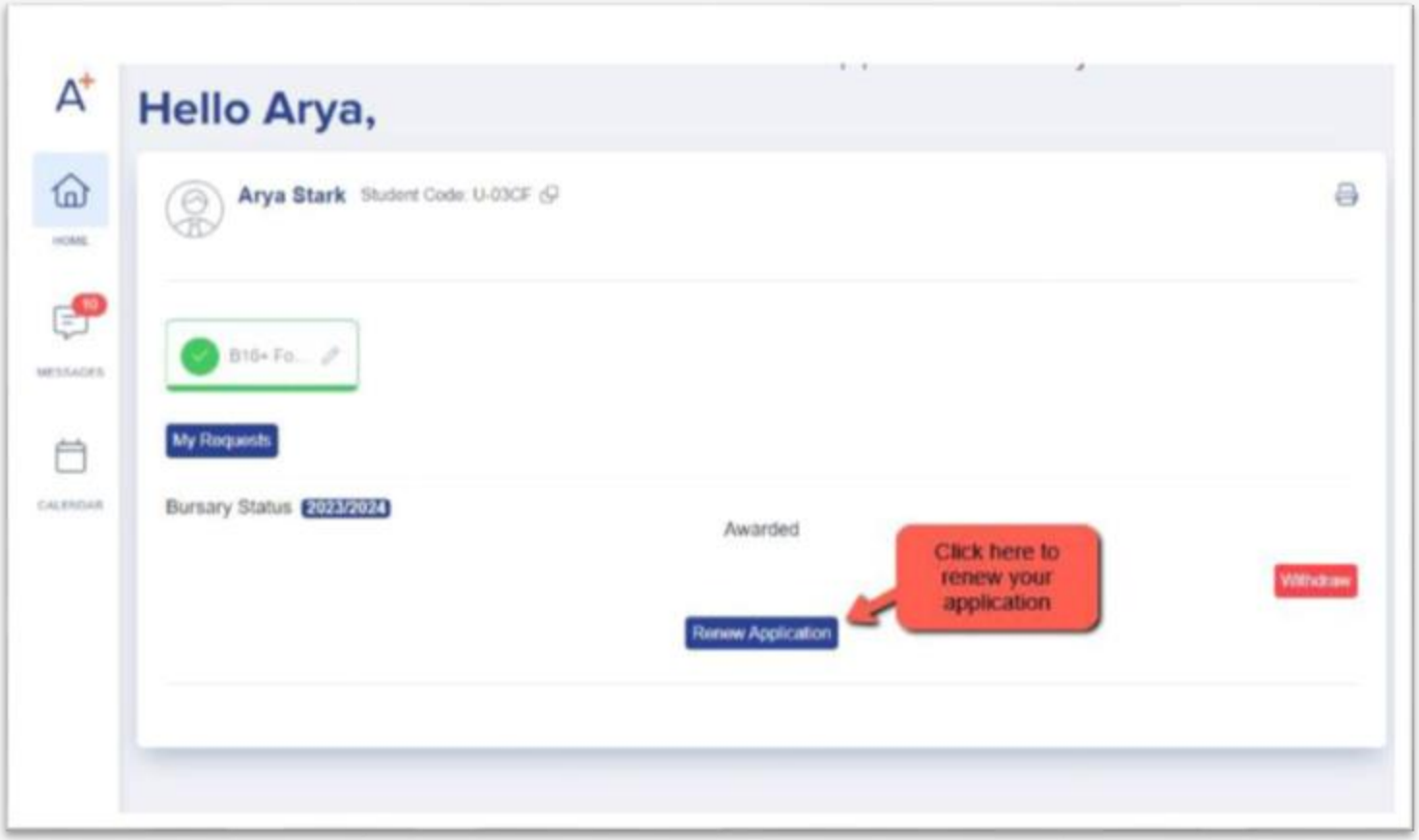
https://tallispost16bursary.applicaa.com/1

Click ‘Create new account’ and set up your account using the **email address you access the most.**

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.

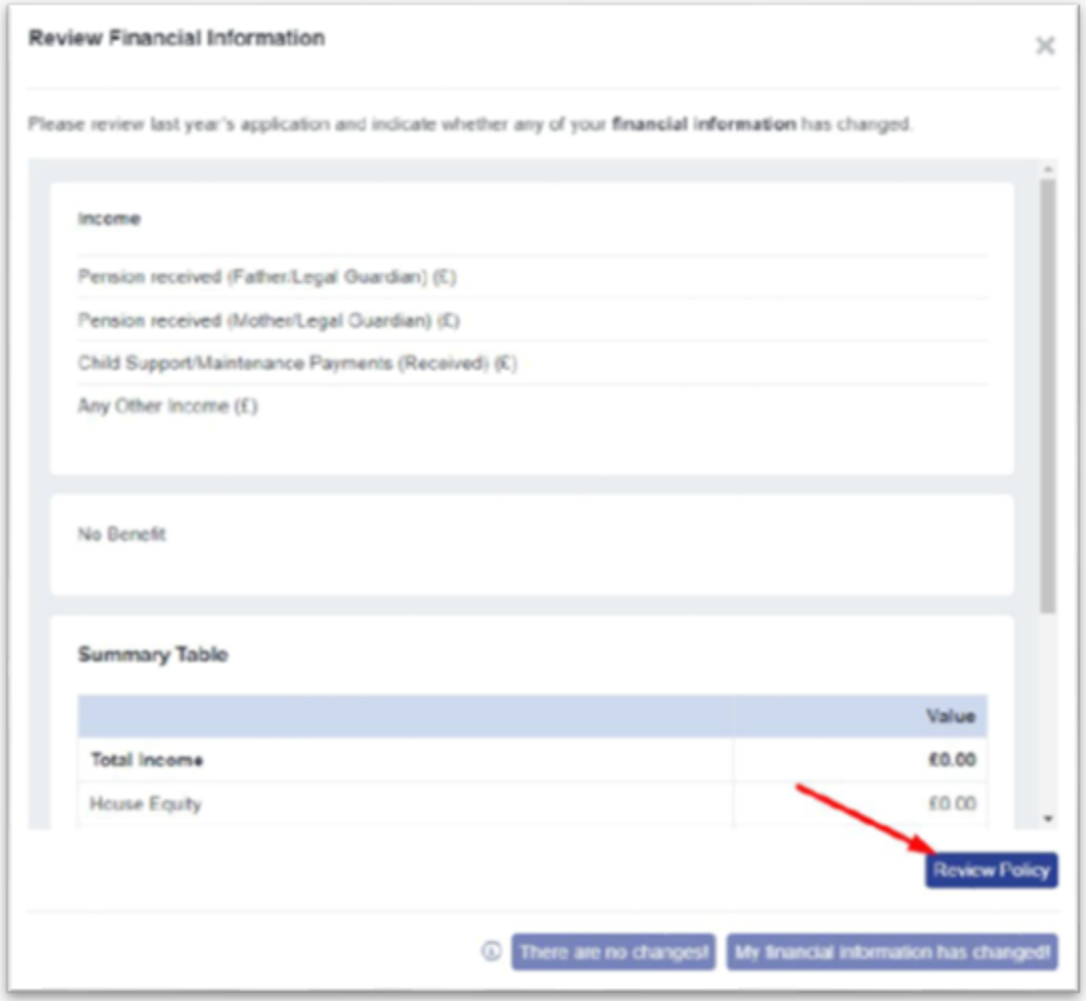
If you are already in receipt of a Bursary then you need to log in to your existing account here and you will see on your dashboard a ‘Renew Application’ button. Please select this to continue.



Renewing your Bursary – Step by step

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

Please select ‘Review Policy’.



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

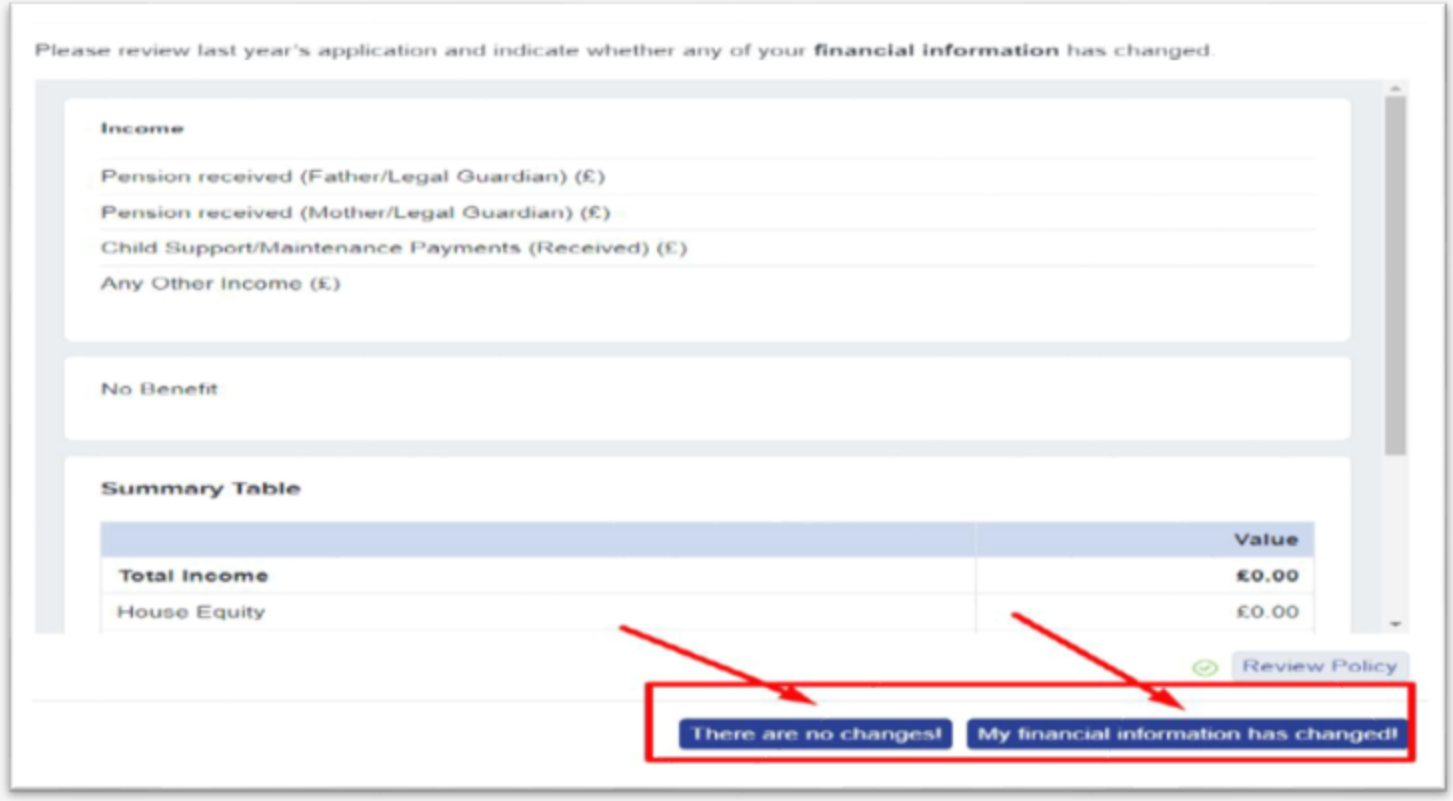
When you close the Bursary Policy document you will be re-directed to the previous field, where you will need to confirm that you have read and agree to the Policy and then submit.

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.’

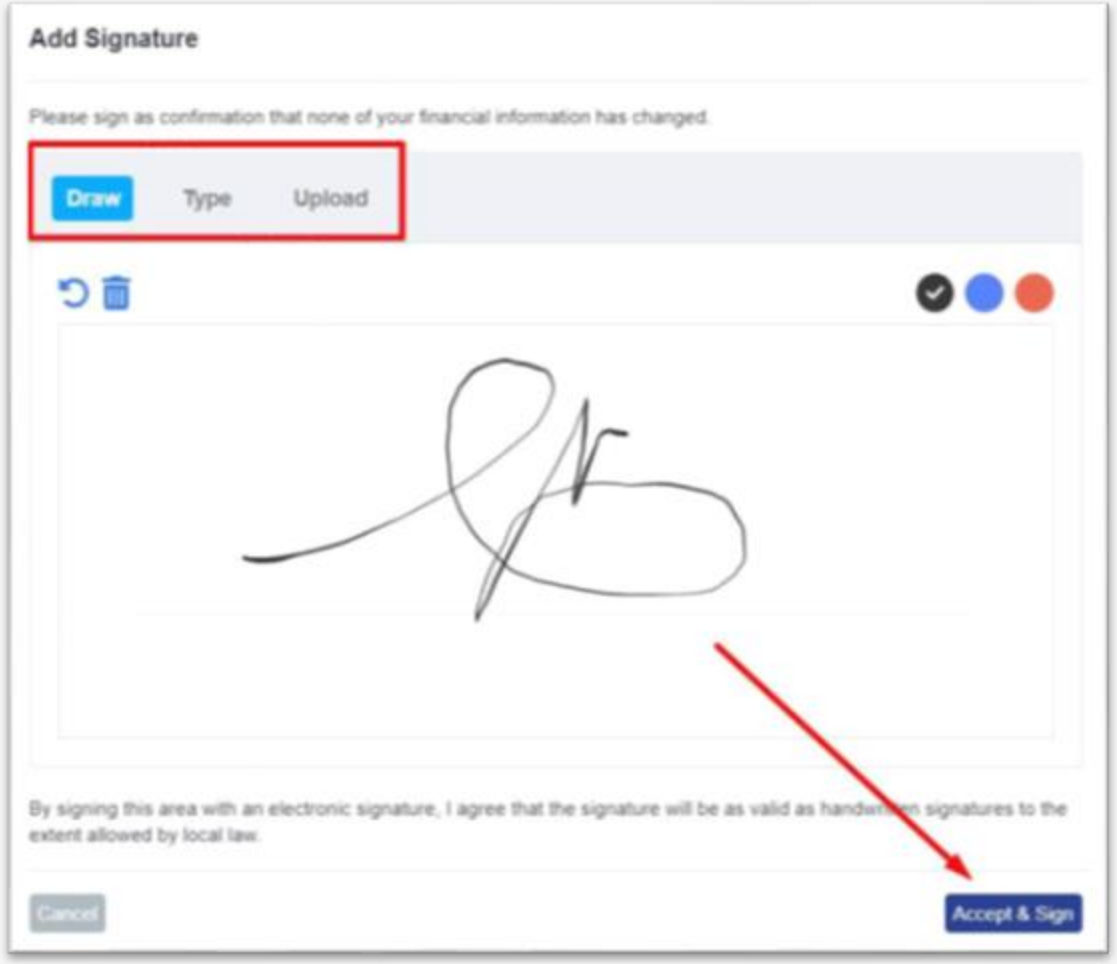
If there have been changes then please select ‘My financial info has changed’.



Renewing your Bursary – Step by step

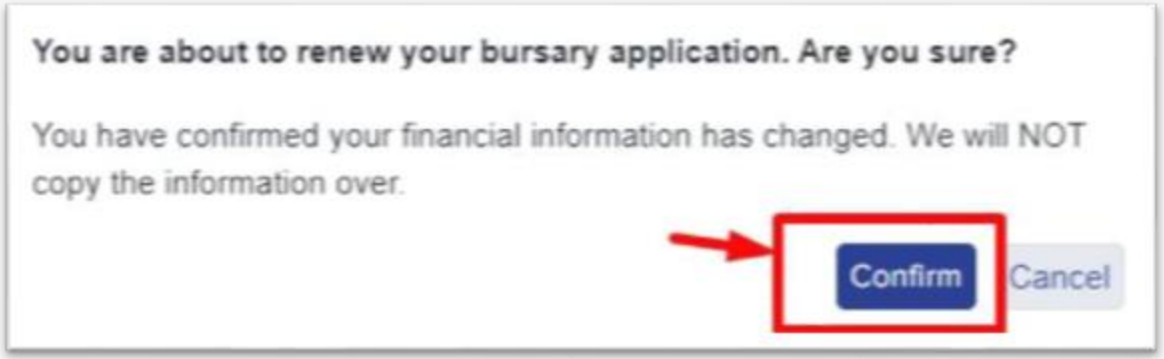
If there are no changes, you will be asked to provide a signature to confirm this. You can draw, type or upload an image of your signature.

Then select Accept & Sign to complete the renewal process.



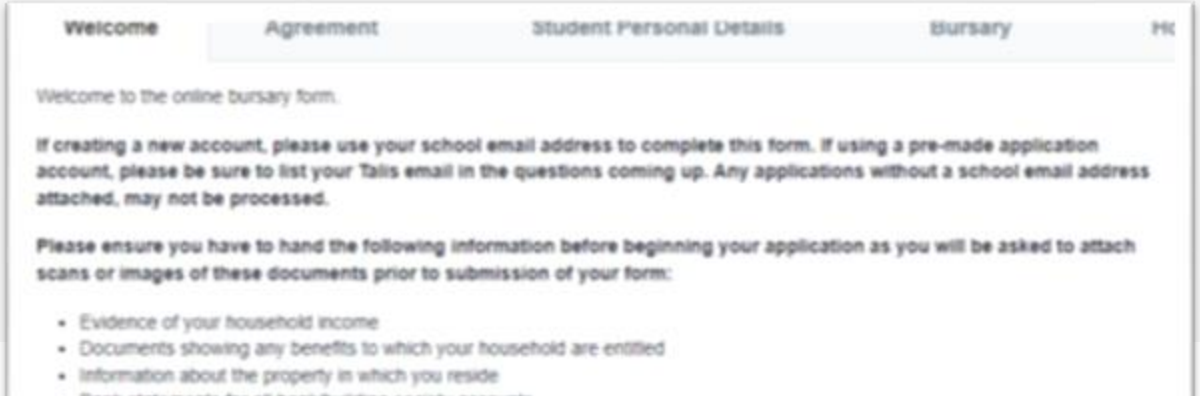
Renewing your Bursary – Step by step

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

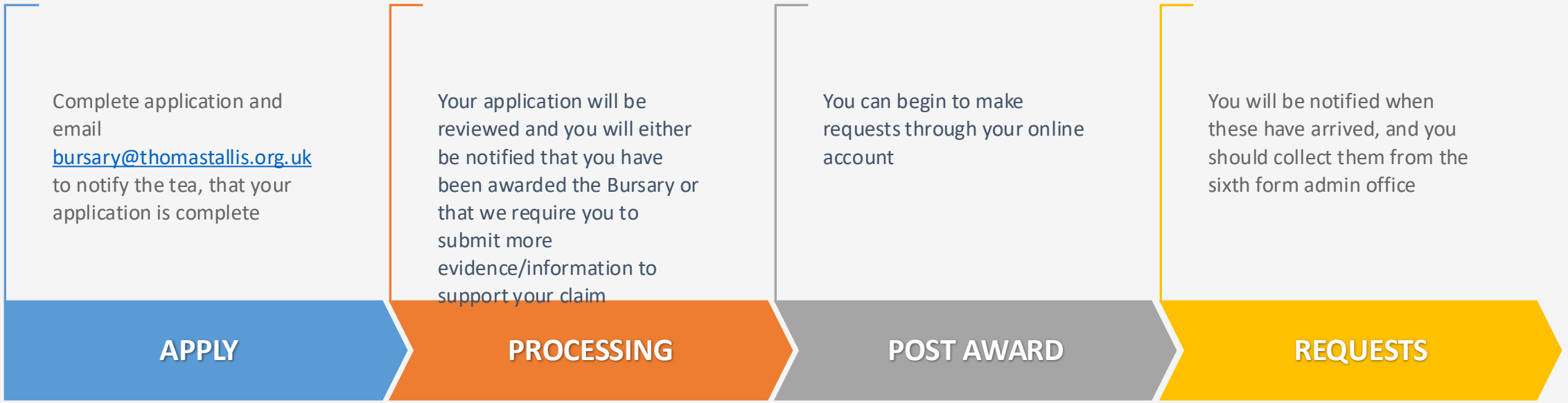


Once you click confirm, it will show on your dashboard as ‘Not Started’

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



Application Timeline



More questions about Bursary?

- Email bursary@thomastallis.org.uk
- See **Mary Wood** – Bursary Officer, in the Sixth Form Admin Office 1-619B