



ST JOSEPH'S COLLEGE

23 August 2018

Dear Student and Parent/Carer

RE: 6th Form Bursary Support for the 2018 – 2019 Academic Year

We are pleased to advise you that the College is operating a bursary scheme this academic year to enable students who are facing financial difficulties to remain in education. The level of support varies from year to year dependent upon the number of applicants and the grant assigned to the College.

The bursary scheme is split into two categories. There is a **vulnerable bursary** available to all students who are in care, are care leavers, or are living independently. If this applies to you, you must complete sections 1, 2, 4, 5 + 6 of the application form. The other bursary is the **discretionary bursary**, which is available for students who live in a household where the parental annual income does not exceed £16,190 or where parents/guardians are in receipt of state benefits. It is vitally important that you read the guidance notes to check your eligibility before you apply. If you believe you are eligible, you must complete sections 1, 3, 4, 5 + 6 of the application form. If, after reading all of the guidance you are unsure as to whether you qualify for a bursary, please email Mrs Deraniyagala (ederaniyagala@sjc.ac).

It is planned that two bursary payments will be made this year, the first in November 2018 and the second in March 2018. However, it should be noted that all bursary assistance is conditional on a minimum attendance level of 95%, with satisfactory punctuality, academic performance and behaviour. Support will be withheld or cancelled if the aforementioned standards are not achieved. During the October half term we will assess all of these aspects and determine which students will receive the first bursary payment.

All application forms and supporting documentation must be received by **Friday 28 September 2018** to be considered for the November payment. Any applications received after this date will be declined for the November 2018 payment but can be re-assessed for March 2019. Incomplete applications or applications that do not include the full supporting documentation requested in section 4 will be returned and will not be processed for the November support.

In exceptional circumstances, students who are not automatically eligible for a bursary can also apply for help with one-off course related expenses (however proof of income or hardship will be asked for). Applications for emergency assistance will be considered on an individual basis and are dependent upon available funds. In the event of such circumstances, please email Dr Woodburn directly (kwoodburn@sjc.ac).

Yours faithfully

Dr K Woodburn
Director of Sixth Form