



# St Robert of Newminster Catholic School and Sixth Form College



Biddick Lane, Washington, Tyne & Wear, NE38 8AF

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Head Teacher: Mr. D. Juric  
Chair of Governors: Mr. G. Moorhouse

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## 16-18Bursary Academic Year 2020/21

### Eligibility Information

Students will be eligible to receive financial support from St Robert's School 16-18 Bursary as outlined below in the following categories:

1. Travel costs will, be paid in full (up to a maximum of £25 per week) via the cheapest form of transport, for any student where the annual household income is less than **£20,817**. Students must live more than half a mile away from school. Students must show evidence of relevant benefit or proof of household income and evidence of bank account details.

AND

2. Students/Parents can apply to City of Sunderland (via St Robert's School) for, free meal costs. This is applicable for any student whose parent(s)/carer(s) are in receipt of any of the following benefits:

- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Pension Credit (Minimum Guarantee)
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, provided they have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. (Working Tax Credit is not eligible for free meal costs).

OR

3. A bursary of £1200 a year will be available to assist with the cost of travel, meals and any other cost involving course materials in the following circumstances:

- Living in Care
- A Care Leaver
- Claiming Income Support

### PAYMENTS

**PAYMENTS WILL BE, MADE ON A MONTHLY BASIS RETROSPECTIVELY, SUBJECT TO SATISFACTORY ATTENDANCE, PROGRESS AND CONDUCT AT SCHOOL.**

The payment is, made by BACS into the **student's bank account**; proof of the student's bank account must be, provided (Bank statement or letter from bank)



# GUIDANCE NOTES

## ELIGIBILITY

You must be a home student i.e. a permanent UK/EEA resident in order to receive financial support from the fund. Students must be 16-18 at the start of their sixth form programme.

If you are applying for support from area, 3 then you only need to complete Part A of the application. You will need to provide documentary evidence of your circumstances such as a letter from your Care Worker or proof of your entitlement to Income Support.

Travel costs will only, be paid where the student has to travel more than half a mile to school. All travel costs will, be paid via the cheapest form of travel up to a maximum of £25 per week. There are various discounted student travel passes available through Stagecoach Buses and Go North East Buses. Further information is available at [www.nexus.org.uk](http://www.nexus.org.uk)

In cases of severe financial hardship or a significant change of circumstances then please contact the school on 0191 716 1700

## CHANGE OF DETAILS

Any change of details must, be notified immediately to school, such as change of address/bank details.

## EVIDENCE IN SUPPORT OF APPLICATION

**All evidence required in support of the application must, be passed to St Robert's School, including free school meal applications, a copy of which will be forwarded to Sunderland L.A. for processing.**

Evidence of relevant benefit should be no more than 2 months old with the exception of Child Tax Credit/Working Tax Credit, where **a full copy** of the award notice for 2020-21 needs to be provided. Evidence should be supplied as photocopies as original documents cannot be returned.

## ADMINISTRATION OF THE FUND

Incomplete applications cannot be, processed and will be, returned to the applicant. Applicants will receive written correspondence confirming the outcome of their application with a payment schedule, where appropriate. Payments will be normally be made monthly in arrears by BACS in the student's bank account,

## GUIDANCE ON COMPLETING THE APPLICATION

If you require any assistance in completing this application, please contact Mr D Bayne, Director of Sixth Form on 0191 716 1700.

