

16 – 19 Bursary Scheme

Bursary Conditions

To be eligible for support from the bursary fund you must agree to the bursary conditions which are set out below. If you do not adhere to these conditions, you may not receive support from the bursary scheme, or the support you are receiving may be stopped or reduced. This may include payments for costs that you have already paid, such as reimbursement for travel.

Individual circumstances, including authorised absences and any relevant personal or financial circumstances, will always be considered before any decision is taken to review, reduce or withhold bursary support.

Attendance

Students are expected to attend all timetabled lessons, tutorials, independent study sessions and other compulsory activities and aim for **at least 95% attendance**.

Monthly payments are calculated using the previous month's attendance (based on AM/PM session attendance). Authorised absences do not affect the calculation.

95% or more attendance	Student receives 100% of monthly amount
85% or less	Student receives 90% of the monthly amount
75% or less	Student receives 75% of the monthly amount
50% or less	Student receives 50% of the monthly amount

Persistent unauthorised absence will be dealt with under our Attendance Policy and may result in bursary payments being reviewed, reduced or withheld.

Conduct

Students are expected to follow the Bishop Laney Sixth Form Student Code of Conduct and college expectations.

Serious or persistent breaches of the Student Code of Conduct may result in bursary payments being reviewed, reduced or withheld.

Punctuality

Students are expected to arrive on time and be ready to learn at the start of every timetabled session.

Persistent lateness, particularly where it affects learning, may result in a review of bursary payments.

Receipts for reimbursement

Students must provide valid receipts or proof of payment for any costs they wish to claim through the bursary scheme. Reimbursements will not be processed until the required evidence has been received and approved. Lost receipts or claims without evidence cannot normally be reimbursed.

Reimbursement for travel tickets and passes will be subject to evidencing the cost in the first month of claiming and as requested during the year, so please ensure you keep evidence until you have received your payment for that month.

For more information

If you have any questions about the Bursary Schemes, you can contact Belinda Lennon
blennon@bishoplaney.org