

16-19 Bursary Fund - STUDENT AGREEMENT

The Bursary Fund Agreement is between you, the student, and your school.

Bursary support aims to provide you with the means to continue learning and should be used for items such as books, equipment, travel costs, and meals. The condition of receiving these payments is that you consistently meet our high expectations as role models to the school. Necessary payments will be paid, provided **you honour this Agreement in full.**

You must attend **all** the sessions required by the school and be **100%** punctual. There will be no loss of allowance if the school authorises an absence. However, if an absence is not authorised, as detailed below, this will impact future payments. You must review the previous week's attendance and address any queries every week.

If you are placed on stage 2 of your centre's behaviour policy, you will not receive payments for the duration of the stage.

If you are unwell, you must follow the school's absence policy. If you are ill for more than one academic week, you should provide a medical certificate to support your absence.

Absences which **can** be foreseen - Payments **will** be made for the following:-

REASON	EVIDENCE
A medical appointment which cannot be arranged outside of school hours.	Appointment card/letter or doctor's note. If a phone appointment is made, an appointment card must be obtained at the time of the appointment and presented to a member of the Post 16 Team.
Occasional care for a person if the student has agreed to caring responsibilities	Must be informed at the time of enrolment or when caring responsibilities begin. Where such duties regularly interfere with attendance, there will be a need to explore alternative solutions.
Recognised religious holidays	A maximum of three days is allowed per year.

Visit to a University to attend an open day, interview, or career-related event, such as an interview or audition.	Invitation letter. Maximum of six per year.
Unwaged work experience placement relevant to the course.	Letter from the employing organisation and Academic Mentor consent.
Field trips related to areas of study or extracurricular activities, such as drama, music, sports, or volunteering.	Academic Mentor needs to authorise.
Attendance at a funeral	Letter from parent/guardian. No more than one day per occurrence.
A driving test (Practical)	DVLA confirmation

Unacceptable absences – NON-PAYMENT of Bursary Fund Allowance

REASON	IMPACT
Holidays	Unauthorised
Part or full-time work that is not part of the student's programme of study.	Unauthorised
Leisure activity	Unauthorised
Birthdays or similar celebrations	Unauthorised
Babysitting younger siblings or looking after family members.	Unauthorised
Driving lessons and theory test	Unauthorised
Late to school due to taking younger siblings to school	Unauthorised after two or more latenesses in a week
Overslept	Unauthorised



Student Name:

Signed (Student): Date:.....

Signed (Head of Post 16):.....

