

Sixth Form Bursary Application Process

(Applicaa)

This guidance is designed to provide a clear overview of the bursary application process and to outline the responsibilities of students, the Sixth Form Team and the Finance Team throughout the application cycle.

Part 1: Student & Parent Checklist

Before You Apply

Before completing your application, please ensure that you:

- Read the Sixth Form Bursary Policy and Frequently Asked Questions (FAQs).
- Check that you meet the eligibility criteria.
- Ensure you can access your Applicaa account.
- Note the application deadline and any supporting evidence deadlines.
- Understand that the bursary is awarded based on financial need, eligibility and available funding.

Gather Supporting Evidence

Depending on your circumstances, you may be asked to provide one or more of the following documents:

- Universal Credit statement (dated within the required period).
- Tax Credit Award Notice.
- Income Support evidence.
- Income-Based Jobseeker's Allowance (JSA) evidence.
- Income-Related Employment and Support Allowance (ESA) evidence.
- Free School Meals eligibility evidence.
- Evidence confirming Care Leaver or Looked After Child status (where applicable).
- Any other documentation requested by the school to assess financial need.

Important

- All evidence must be current, complete and clearly legible.
- Screenshots should include all relevant information and dates.
- All evidence will need to be upload, so ensure you have this in the correct format.
- Full statements for Universal Credit and Full payslips must be uploaded if relevant.
- Missing or incomplete evidence may delay the assessment of your application.
- All evidence must be from the last 3 months.

Completing the Application on Applicaa

When completing your application:

- Complete all required sections.
- Ensure all contact details are accurate and up to date.
- Upload all required supporting evidence.
- Check that uploaded documents are readable before submitting.
- Submit your application before the published deadline.
- Retain copies of all documents submitted.

Student Responsibility

Students are responsible for ensuring that all information provided is accurate and truthful. If information is missing, we will normally contact you to request further evidence before a decision is made. Incomplete applications may take longer to process and, in some cases, we may be unable to assess the application until the required information has been received.

After Submission

Once your application has been submitted:

- Monitor your school email account regularly.
- Respond promptly to requests for additional information.
- Await confirmation of the outcome of your application.

Student Responsibility

We encourage students to respond to requests as soon as possible to help avoid delays in processing their application. If we do not receive the information requested, we may be unable to proceed with the application until the required information has been provided.

If Your Application Is Successful

If bursary funding is awarded:

- Read and understand the conditions attached to your award.
- Keep copies of all receipts for purchases that may require reimbursement.
- Follow the school's procedures for requesting support or reimbursement.
- Inform the Sixth Form Office of any significant changes to your financial circumstances during the academic year.

Important

Bursary awards may be reviewed if a student's circumstances change or if the conditions of the award are not met.

If Your Application Is Unsuccessful

If your application is not approved, you will be notified of the outcome and provided with information about the reason for the decision where appropriate.

If you believe that relevant information has not been considered, or if your circumstances have changed since your original application, you may request a review of the decision.

Requesting a Review

- Requests for a review should be submitted in writing to the Sixth Form Team within 10 working days of receiving the decision.
- Students should clearly explain the reason for requesting a review and provide any additional supporting information or evidence.

Review Process

- The review will be carried out by a member of staff or panel not directly involved in the original decision wherever possible.
- The review will consider the original application, supporting evidence and any additional information provided.
- Students will normally be informed of the outcome of the review within 10 working days of the review request being received.
- The outcome of the review will be communicated in writing and will be considered final.

Vulnerable Bursary Support

Students who believe they may be eligible for Vulnerable Student Bursary funding should follow the standard Sixth Form Bursary application process and indicate their circumstances within the application.

Students may be asked to provide additional evidence to confirm their eligibility, such as:

- Confirmation that they are currently in care or a care leaver.
- Evidence of Income Support or Universal Credit received in their own right.
- Evidence of qualifying disability-related benefits.
- Any additional documentation required to verify eligibility.

Students who do not meet the Vulnerable Student Bursary criteria may still be considered for discretionary bursary support based on household income, financial circumstances and educational participation costs. **Students who believe they may be eligible for Vulnerable Student Bursary funding should follow the standard Sixth Form Bursary application process and indicate their circumstances within the application.**

All current year 12 student who were eligible for bursary funding this year (2025-26) MUST reapply for year 13 bursary funding (2026-27).

To do this

- The student should log in and select the 'renew application' option to fill out a new form or sign a declaration that nothing has changed.
- students may need to re-complete parts of their application or carry over last year's information.
- Review the policies and agree to them by clicking the 'Review policy' button.
- If there are no changes to their financial information, they can sign a declaration to retain their financial information for the next form.
- If there are changes, they will select 'My Financial Information has changed' and confirm it.

Part 2: Sixth Form and Finance Team Process

The bursary application process is a shared responsibility between the Sixth Form Team and the Finance Team. The table below outlines key responsibilities at each stage.

Stage 1: Preparation

System Setup

Task	Responsibility
Ensure the bursary application form is live on Applicaa	Finance
Review and update application questions and evidence requirements	Finance
Test the application and submission process prior to launch	Finance
Publish application deadlines on the website and communications	School

Communication

Task	Responsibility
Provide bursary information during Sixth Form induction	School
Issue guidance and FAQs	School
Communicate application deadlines	School
Promote additional support schemes (e.g. UCAT Bursary Scheme)	School

Stage 2: Application Review

Initial Review

Task	Responsibility
Confirm application has been completed in full	School
Verify all required evidence has been uploaded	School (supported by Finance)
Check documents are valid, current and legible	Student and School, with final Finance review

Request additional evidence where required	Finance via Applicaa/email
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Eligibility Assessment

Task	Responsibility
Assess against published bursary criteria	School and Finance
Identify vulnerable or discretionary bursary applicants	School
Assess financial need and participation costs	School with Finance oversight where required
Prepare applications for bursary panel review	School and Finance

Decision Making & Record Keeping

Task	Responsibility
Record application outcome	Finance
Record award value and rationale	Finance
Maintain GDPR-compliant records	All Staff
Ensure consistency across applications	All Staff

Stage 3: Award and Payment

Notification of Outcome

Task	Responsibility
Notify students of application outcomes	School
Explain any conditions attached to awards	School
Explain appeals	School
Explain review procedures, including timescales and points of contact	School

Monitoring

Task	Responsibility
Track expenditure against bursary budgets	Finance
Record all payments and reimbursements	Finance
Verify expenditure evidence provided by students	School
Monitor attendance, participation and continued eligibility	School

Stage 4: Reimbursement Process

Where students purchase approved items themselves, reimbursement may be available.

Student Requirements

Requirement	Responsibility
Provide an itemised receipt	Student
Ensure purchases relate to approved educational costs	Student
Submit claims within required timescales	Student

School Verification

Check	Responsibility
Confirm expenditure is educationally relevant	School
Confirm expenditure falls within the academic year	School
Confirm claim has been submitted on time	School
Verify receipt matches the claim amount	School
Confirm item is bursary eligible	School

Finance Verification and Payment

Check	Responsibility
Retain evidence for audit purposes	Finance

Authorise reimbursement	Finance
Process payment	Finance
Maintain payment records	Finance

Overall Applicaa Process

Student

1. Review guidance and eligibility criteria.
2. Gather supporting evidence.
3. Complete application on Applicaa.
4. Submit application.
5. Respond to any requests for further information.
6. Receive outcome.
7. Submit reimbursement claims (where applicable).

School

1. Launch application process.
2. Communicate deadlines and guidance.
3. Conduct initial application checks.
4. Assess need and eligibility.
5. Communicate outcomes.
6. Monitor student participation and claims.

Finance

1. Maintain Applicaa setup.
2. Complete final verification checks.
3. Support bursary assessment process.
4. Record decisions and maintain audit trails.
5. Process payments and reimbursements.
6. Monitor budget and compliance requirements.

Key Dates for the 2026–27 Bursary Application Cycle

Applications Open

Current Year 12 Students (applying for Year 13 bursary support)

- Applications open from **21st July 2026**
- Applications close from **31st August 2026**

New Year 12/13 Students

- Applications open from **Results Day**.
- Applications close from **21st September 2026 (NON) & 25th September 2026 – (WAL/CAR)**

Students are encouraged to submit applications as early as possible to allow sufficient time for review and assessment.

Bursary Assessment Panels

Applications will be reviewed by the relevant Sixth Form Bursary Panel.

Panel Meeting Dates

Carshalton High School for Girls (CHSG)

- Tuesday 6 October 2026 at 11:00am

Nonsuch High School for Girls (NHSG)

- Thursday 1 October 2026 at 11:00am

Wallington High School for Girls (WHSG)

- Friday 9 October 2026 at 11:00am

School Responsibility

- Identify staff panel members and confirm attendance.
- Ensure all applications have been received in full, including supporting evidence.

Finance Responsibility

- Prepare application summaries and supporting documentation for review.
- Ensure all applications have been assessed for eligibility check before panel consideration.

Panel Responsibilities

- Review applications against the agreed bursary criteria.

- Consider evidence of financial need.
- Assess participation costs and barriers to education.
- Recommend bursary awards in line with available funding.
- Ensure decisions are fair, consistent and evidence based.

Notification of Outcomes

Following the panel meeting:

- Finance will record approved awards and decisions.
- The Sixth Form Team will notify students of the outcome of their application. Explain review and appeals procedures, including timescales and points of contact for review requests.
- Students may be contacted if further information is required before a final decision can be made.

Student Responsibility

- Monitor school email accounts regularly.
- Respond promptly to any requests for clarification or additional evidence.

First Advance Payment

For students whose applications are approved:

- The Finance Team will aim to make the first advance payment during the **second week of the October half-term holiday**.

Finance Responsibility

- Finalise award allocations following panel approval.
- Process advance payments in accordance with school financial procedures.
- Maintain accurate records of all payments made.

Student Responsibility

- Ensure bank details provided (where required) are correct.
- Notify the school immediately if payment has not been received as expected.