

The Burford School Foundation

Registered Charity No 309235

BURSARY FUND 2020 - APPLICATION FORM FOR ACADEMIC YEARS 2020/21, 2021/22 and 2022/23

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1.0 Introduction to the Burford School Foundation

Burford School Foundation (BSF) is a local charity with income from investments and from private and commercial letting of property. It supports the local educational institutions and promotes the education of person under the age of 25 who are either resident in the area or have attended a local school as a pupil for not less than 2 years, and are in need of financial support – details below.

BSF is limited by its Trust Deed, and can:

“Promote the education (including social and physical training) of persons under the age of 25 years who are either resident in the area of benefit (the parishes of Burford, Fulbrook, Taynton, Swinbrook with Widford, and Asthall) or who have at any time attended as a pupil any educational establishment in the area of benefit for not less than 2 consecutive years and who are in need of financial assistance.”

1.1 Bursary Funding

BSF commits to paying the three successful applicants to the Bursary Fund 2019 an annual sum of up to £750 in September/October of 2020, 2021 and 2022, provided always that the income of the charity in each of those years is such, after proper maintenance of its properties, as to allow for full payment. There is every reason to expect that future income will permit payment. Applicants should note that, if they are taking up four-year courses including a year in industry, BSF usually holds over the third year payment to the final year of university-based study.

Important Notes:

The Burford School Foundation encourages people to submit their application as early as possible for bursaries.

Applicants must have begun their Student Finance applications.

Burford School pupils must ask for a reference (page 10) from the Head of Sixth Form by Friday 3 April 2020.

Applications must be received by BSF Education Grants Committee Chair, whose contact details are on page 6 of the form, by Tuesday 21 April 2020.

SECTION ONE – Personal details and confirmation of eligibility for a BSF Bursary

Name of Applicant				
Home Address <i>BSF will use this address to contact you</i>				
Email Address				
Bank details (BSF uses electronic banking wherever possible)	Account name Sort Code Account Number			
Date of Birth			Age on Wednesday 24 April 2019 years months	
I live in the area of benefit and am under 25 years old.	Yes / No	Years that I attended Schools in the area of benefit	Primary School	Secondary School

SECTION TWO – UNIVERSITY ESTABLISHMENT DETAILS

A – if you have accepted 2 Offers

Details are requested for each of the two firm offers accepted by you:

	University One	University Two
Name of University		
Name of Course		
Length of course? (e.g. 3 years; 4 years with a year in industry)		
What qualification do you gain on completion?		
Where will you live? a) at home b) in London c) not at home or in London		

B – if you are still waiting for offers

Tell us which University/universities you have applied to:

	Uni One	Uni Two	Uni Three	Uni Four	Uni Five
Name of University					
Name of Course					
Length of course? (e.g. 3 years, or 4 years with a year in industry)					
What qualification will you gain?					
Where will you live? a) at home b) in London c) elsewhere					

SECTION THREE – YOUR FINANCIAL CIRCUMSTANCES (please see Notes in Section Six)

BSF expects applicants to make full use of the financial packages open to them through the government's student finance provision <https://www.gov.uk/student-finance/new-fulltime-students>

Section A: Tuition Loan BSF will consider making a conditional offer of a bursary even if you have not received written confirmation from the Student Loan Company.

I have applied for a Tuition Loan and have received my letter giving details of the money I will receive, <u>and</u> attach a copy of that letter. DO NOT SEND THE ORIGINAL	Please tick here
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I have applied for a Tuition Loan but have not yet heard back from them. I submitted my application online.	Date of submission:.....
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Section B Maintenance Loan BSF will consider making a conditional offer of a bursary even if you have not received written confirmation from the Student Loan Company.

I have applied for a Maintenance Loan and have received my letter giving details of the money I will receive, <u>and</u> attach a copy of that letter. DO NOT SEND THE ORIGINAL	Please tick here
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I have applied for a Maintenance Loan but have not yet heard back from them. I submitted my application online.	Date of submission:.....
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SECTION FOUR – WHAT REMAINING FINANCIAL CONCERNS DO YOU HAVE?

- HOW ARE YOU TACKLING THOSE CONCERNS?**
- WHAT DIFFERENCE WOULD A BURSARY MAKE?**

BSF gives particular attention to applications which show that a University place may not be taken up because you are worried about financial matters. Use this part of the form to explain to the Trustees about your financial circumstances. See Note 1 on page 7.

You could also indicate here the ways in which you plan to help yourself by, for instance, looking for paid holiday work.

Continue on page 6 if there is insufficient space here.

1. My remaining financial concerns are:

2. The difference that having £750 a year for three years from Burford School Foundation will make is this:

I certify here that the information on this application form is complete and true.

Signed **Date**

This page is left intentionally blank. Please use it if you need to add any further information, making it clear which section the information relates to.

Name:

SECTION FIVE – SUPPORT FROM YOUR SCHOOL

The Referee's statement is a very important part of the application. The Trustees will not consider your application without a reference. A guidance note and form for Referees is included on pages 9 and 10.

The Trust prefers that the reference is sent with the Application Form but it can be provided separately. Applications will not be considered without a reference.

Tell us here about your Referee (Head of Sixth Form or Head Teacher)

Name of Referee	
Role	
School Address	
School Phone	
School Fax	
Referee's email	

Referee's and Head Teacher's declaration:

I confirm that I support this application for a Burford School Foundation Bursary .

Referee's signature:		
I attach a reference (see pages 9, 10 and 11 of this document)	Yes	/ No
Date:		

NOW RETURN THIS FORM (and preferably the reference, see page 10) to:

By post: The Chair – Educational Grants Committee, Burford School Foundation, 2 Sheep Street, Burford, Oxon OX18 4LT
Or by email to ruth_reavley@lineone.net

All applications will be acknowledged.

We recommend that you keep a copy of your application form.

The Burford School Foundation

Registered Charity No 309235

BURSARY FUND NOTES FOR APPLICANTS

1. Notes on Section Three - Finances

BSF gives particular attention to applications which show that a University place may not be taken up because financial problems are expected, for example:

- students who are eligible for a Tuition Fee Loan and a Maintenance Loan, but whose parents have refused to complete the Household Income section of the Maintenance Loan form.
- students from low income families (e.g. in receipt of free school meals)
- students entering University education from foster care or local authority care
- students who are homeless
- students with children or with dependent adults

BSF also wants to encourage students from families where no parent or grandparent went to University.

Other sources of financial help

a) Help from your university or college

Many universities and colleges offer extra help directly to students. There is more information at <https://www.gov.uk/student-finance/extra-help>.

b) Funding from other charitable trusts

Use the [Family Action Grant Search](#) to check if you can get extra help from a charitable trust, or search the [Charity Commission Advanced Search interface](#) to look for other local charities which might help you.

2. Notes on BSF's commitment to you:

Privacy & Confidentiality

We will respect your privacy and the confidentiality of this paperwork. The information you provide will be used only by the Trustees of Burford School Foundation, and will be kept under the provisions of the Data Protection Act 2018 and the General Data Protection Regulation 2018.

BSF keeping in touch

All applications will be acknowledged by the Trust. The acknowledgement letter will indicate when Trustee meetings are scheduled. The Educational Grants group (a sub-committee of BSF) meets periodically, and makes recommendations about Bursary allocation to the full Trustee body. Decisions are made at quarterly Trustees' meetings. You will then hear the outcome of their decision within 20 days of the meeting date. A letter will be sent by email.

First Payment

If BSF offers you a bursary, the first year's amount will be paid in September 2019, by bank transfer, with an email to you to confirm arrangements.

BSF will need a copy (not the original) of the UCAS notification confirming your place, in order to release the first payment. This is the document UCAS advises you to take with you when you go to University in case you need to confirm your course there.

Second and third bursary payments

The Chair of the Education Grants Committee will ask you for evidence that you have successfully completed the year for which we have helped to fund, and that you intend to carry on. Only when we have this information, will the next year's payment be released.

Other BSF funds

You may be aware that BSF also offers Educational Grants to Individuals for the cost of one-off items. You should note that Bursary recipients would only be considered for an Educational Grant in the most exceptional of circumstances during the three year duration of the Bursary.

If you have chosen a four-year course which includes a year in industry, you may apply for an Educational Grant to support your year in Industry, if you have financial worries. There is a separate form.

Bursary recipients continuing into post-graduate education may apply for an Educational Grant.

3. Notes on your commitment to BSF

You might change your mind about your course early on and end up studying something else. If that happens, please get in touch. It's better that we know as early as possible.

If you decide your University is not right, and leave, please get in touch. We will expect you to repay the bursary, and BSF's commitment to you will be cancelled.

If the financial support you were depending on from parents, grandparents or others is withdrawn after BSF has awarded a bursary, and you have to withdraw from, or defer, your University place before your course begins, please tell us. If the bursary has been paid, we will expect you to repay it and BSF's commitment to you will be cancelled.

If you then decide later to apply to another University, or take up a place deferred because of financial circumstances having changed, you can apply to BSF again. Your change of mind will not be held against you.

For further information, and to ask questions, please contact

The Chair, Educational Grants Committee ruth_reavley@lineone.net
Burford School Foundation, 2 Sheep Street, Burford, Oxon OX18 4LT

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BURSARY FUND – FAQs for Referees

What is the Burford School Foundation Bursary Fund?

The Trustees of Burford School Foundation (BSF) have decided to offer up to three bursaries annually, each for three years' duration, towards University courses. The annual value of each Bursary is £750. The total bursary for each of the three recipients will be 3 x £750.

What are the priorities for Burford School Foundation in making Bursary awards?

The BSF wishes to focus on students who need financial help to meet extra costs that cannot be met from other sources of support. Applicants are expected to have accessed all other student funding for which they are eligible e.g. all the government's student finance packages, bursaries from their chosen University, and financial support from other local charities which support education.

BSF gives particular attention to applications which show that a Course offer may not be taken up because financial problems are expected, for example:

- students who are eligible for student finance, and who have applied for the full assessed entitlement, but whose parents have refused to complete a financial assessment form, leaving the applicant only able to take out the non means-tested element of the loan
- students from low income families (e.g. in receipt of free school meals)
- students entering higher education from foster care or local authority care
- students who are homeless
- students with children or with dependent adults

and also from students from families where no parent or grandparent went to University.

What information does BSF ask for in a Reference? (an optional proforma is attached)

The Reference is an important part of the decision-making process. Please include as much of the requested information as you can and add any other information that you believe should be taken into consideration by the BSF Education Grants committee. Trustees will not discuss an application with anyone except the referee and head teacher named on the application form, without the applicant's permission.

When should References be provided?

The Trust prefers that the reference is sent with the Application Form. If it is not included at that point, the Chair of BSF Education Grants Committee will contact the referee. Applications will not be considered without a reference.

Who can be approached for more information, or to ask questions?

The Chair, Educational Grants Committee
Burford School Foundation
2 Sheep Street
Burford
Oxon OX18 4LT

ruth_reavley@lineone.net

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BURSARY APPLICATION REFERENCE

BSF prefers that the reference is sent with the Application Form.

Applicant's Name:..... Referee's Name:.....

Contact details (email or phone)

I confirm the School wishes to support this application Yes / No

1. Comment on such personal and financial circumstances of the applicant related to education as have come to the school's attention (e.g. free school meals, hardship fund applications)

2. Comment on any barriers that the applicant has overcome to continue their education so far

3. Indication of the school's view on how well suited the applicant is to the higher education course they plan to take, and how realistic the student's ambitions are

4. Indication of the contribution(s) the student made to school life and, to the best of the referee's knowledge, to their community

5. Any other information that you believe is relevant to the student's application

Signed Date

If sent separately, please email to ruth_reavley@lineone.net or post to The Chair – Grants Committee, Burford School Foundation, 2 Sheep Street, Burford, Oxon OX18 4LT