

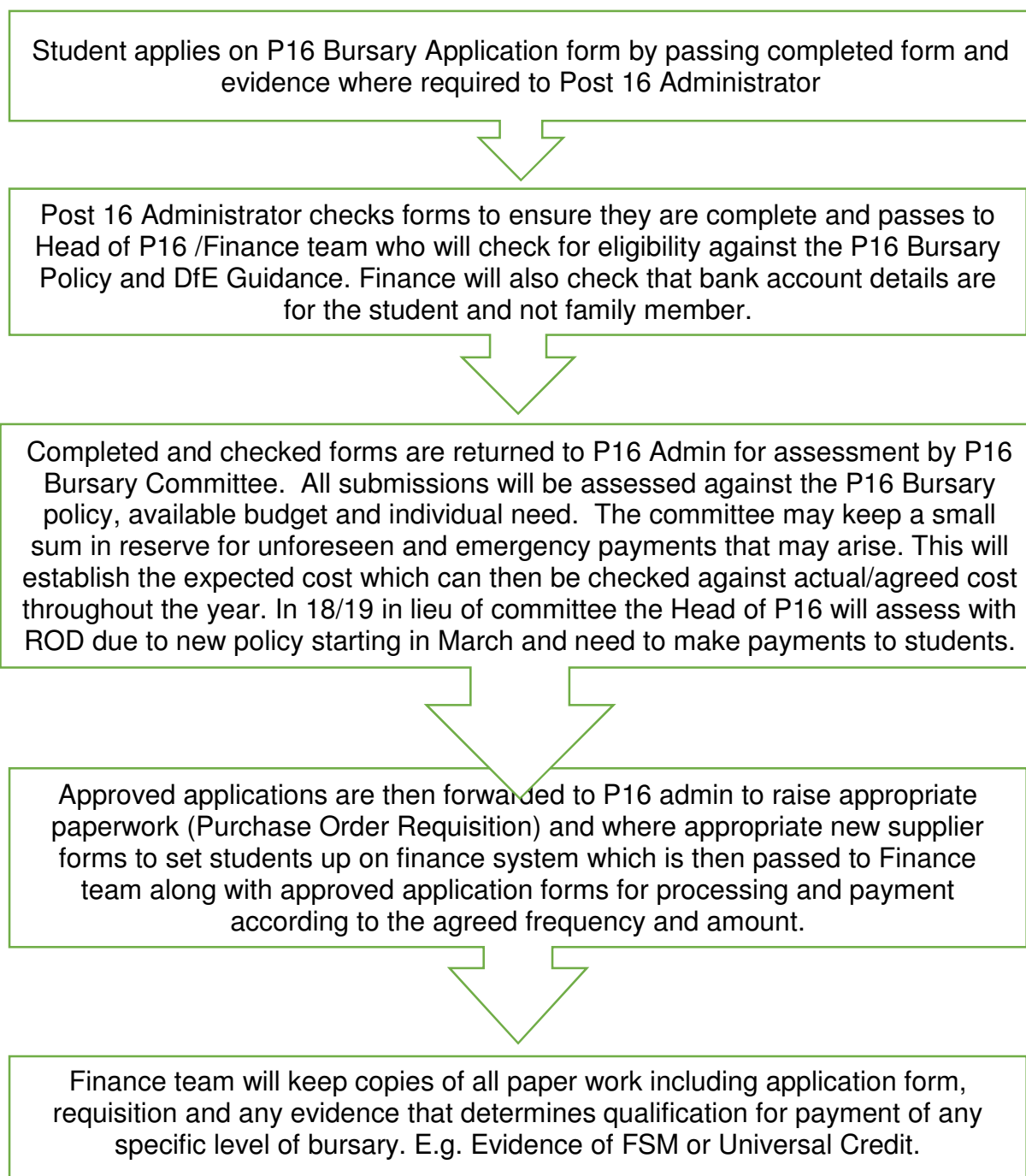


THE CREST SIXTH FORM

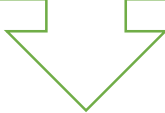
Post 16 Bursary - Process Map

Post 16 Bursary Policy and application form will be on the academies web site and displayed in and around the Post 16 areas. The regular application dates are September, January and April. All paperwork will be available in hard copy on request from the reception area. Students can make applications outside of these dates where personal circumstances have changed, and a new or additional payment is requested. See Exceptional Application/Change of Circumstances process on page 2.

Regular Application Process (Sept, January and April)




Finance team will issue a monthly monitoring statement from PSF showing annual allocation, spend to date, committed spend and balance remaining. The Head of P16 will review use to manage the budget



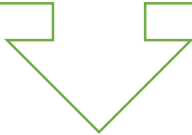
Disputes and Appeals.

If a student is unhappy with the refusal of a bursary or the amount awarded they have the right of appeal and will do so through the academies complaints policy as detailed on the web site.

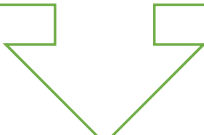


Exceptional Application/Change of Circumstances Process

If a student identifies hardship and/or academy identifies a need then the student will complete an application form and pass to Post 16 Admin who will pass to Head of P16 for review and approval as a one off or regular bursary payment. (This will then be brought to the next regular P16 Bursary committee meeting to ensure transparency.)




The P16 admin will then ensure all paperwork is attached including new supplier form if required and pass to Finance who will process in line with the next regular payment date. In exceptional circumstances the Head of P16 can request an emergency payment which take 1 to 2 days.
All paperwork will be filed and stored in the same way as the regular bursary payments.



Pastoral Support with Bursary Payments

Once a payment schedule has been agreed the Post 16 Leadership will establish a series of one to one meetings with students to support with money management and to have oversight of purchases to support their education and keep record.



End