

Applications are made online using this link <https://sjdcpaystudent.com/portal/>. This link is also available on the College website <https://www.sjd.ac.uk/student-support/financial-support/>.

If for any reason you are unable to upload the evidence of your family household income, please send a copy of the evidence to Jane Richardson, Finance Department, Sir John Deane's Sixth Form College, Monarch Drive, Northwich, CW98AF by email to busary@sjd.ac.uk. Please make sure you provide the student name with the evidence.

If for any reason you have difficulties in making an online application, please contact Jane Richardson on 01606 810010 who will be happy to help.

All applications will be treated as confidential, and the College will adhere to the requirements of the Data Protection Act 2018 and the General Data Protection Regulation in its handling of your application.

As mentioned above the 16/19 Busary Fund is intended to assist students in meeting the costs associated with attending College. It cannot fund general living expenses. You may request assistance with any of the following:

transport costs between Home and College;

lunches in the College cafeteria;

(This is separate from Free College Meal eligibility. Students who receive Free College Meals will not be entitled to this additional help for meals from the Busary.)

the cost of visits, field trips etc. which form an essential part of your courses;

the cost of stationery, printing essential books or other materials;

we may be able to provide assistance for other costs related to your studies not included in this list.

Not all categories are relevant to all students. For example, some students may walk to College and therefore do not need assistance with transport costs but would find some assistance with the cost of materials or buying food from the College cafeteria helpful.

Under the current rules of the scheme students who qualify for the

may receive a busa

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For many students the biggest cost and barrier to attending College is the cost of transport. For 2023/2024 we will, therefore, again be prioritising help with transport costs and our aim is to meet these costs in full for qualifying students, wherever possible. For those applying for help from the Discretionary Bussey whose taxable household income is above the £25,000 threshold but below £30,000, the help provided is likely to be a proportion of the total transport cost.

For this reason we ask you to provide details of how you plan to travel to College

Students using a

service will need to buy their annual pass from Warrington is

You have the right to appeal. You should put your case in writing and address it to the Assistant Principal (Achievement & Support) at the College address. Any appeal must be made within seven working days of being advised of the decision.

We will check that you have met the conditions set out in the application declaration and followed all College procedures during the designated period before each payment is made. If, for example, you do not have 95% attendance we may withhold some or all of the following month's payment.

You must also not have been subject to any formal disciplinary procedures and you must have attended any public examinations and satisfactorily submitted any final coursework you were scheduled to complete in this period.

You should contact your Progress Mentor in the first instance if you believe that the decision about ineligibility for payment is based on factually incorrect information.

Your Progress Mentor will investigate if necessary, and will clarify the situation for you. If, as a result of this, there is a reversal of a decision, this will be conveyed to the Finance Office so that the payment can be made.

If you wish to challenge the decision made by your Progress Mentor about your eligibility for a payment, you may appeal to the Assistant Principal (Achievement & Support) whose decision is final.

Further details about the fund can be found at:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

