

Dear parents/carers

**Re: Funding for the academic year 2021 to 2022**

This year we are pleased to be receiving some of our funding from the Department for Education (DfE). Because of this, I am writing to tell you about an amount of money, called a Discretionary Bursary Fund that has been given to us to use to help your young person.

The College would like to support students both at the College and when on an external work placement. The bursary fund can help towards a range of things such as the costs of travel, books, equipment, and uniform for work placements, where these areas relate to your young person's young person's study programmes at the College. Once agreed, and wherever possible, the College will purchase the items on behalf of the student.

The government has set specific rules around the application for the Discretionary Bursary Fund. Please consider the following to see if you and your young person are eligible to apply:

- Students must have been under 25 on 31 August 2021 and have an education, health, and care plan
- your total household income must not exceed £25,000 (you will need to send evidence of this with your application form)

If you believe you are eligible for this funding, I have attached an application form for you to complete and bring with your original supporting evidence to the college. You can also email the application form and evidence to [office@theparkcollege.org](mailto:office@theparkcollege.org)

The application form is also available on our website [www.theparkcollege.org](http://www.theparkcollege.org)

There is also a guide for students which can be found on the government's website as follows:  
<https://www.gov.uk/1619-bursary-fund>

**All applications and full supporting evidence must be submitted to the College by Friday 17<sup>th</sup> December 2021. Please note that our policy is to maintain strict confidentiality in the review and storage of these documents.**

A panel will consider applications between 4<sup>th</sup> and 7<sup>th</sup> January 2022 and we will let you know the outcome shortly after this date, so we can begin any approved purchases for your young person as soon as possible.

Should you wish to discuss how the bursary fund can help your young person or need help with completing any part of the bursary application form, please call the College on 020 77354154.

Yours sincerely,

*Catriona Guyler-Kone*

Catriona Guyler-Kone

Acting Principal