

LPSFA Bursary Applications 2023/24

Longley Park Sixth Form Academy has moved to an on-line Bursary application system, Applicaa.

<https://longleyparksfbursary.applicaa.com/1>

To apply for bursary you need to;

- create your account
- complete the questions online
- add your household income

You need to upload evidence for each income (wage slips, benefit letters, Universal Credit statements etc), photos or screen shots are ok.

If you're unsure bring this evidence with you to your Enrolment appointment. You will then be assessed for your eligibility and Student Finance will contact you.

Top Tips for completing your application

- Create your account as soon as possible, you don't need your sixth form email address to do this.
- Choose Longley Park and Year 12 as your college and current school year.
- **Don't** use 'Password123' as your log in password, but do remember what you choose.
- If your household income includes Universal Credit you need to use the last 3 months statements to calculate the amount. You will need to upload these onto Applicaa as evidence.
- If your household income includes a salary **and** Universal Credit you will need to use the last 3 months to calculate the salary amount as well as the Universal Credit payment. To do this:
 - Add together the last 3 months salary (only the salary)
 - Divide this total by 3
 - Times this number by 12, that will give you 12 months total salary

- If your household income includes Income Support, Working Tax Credit, Child Tax Credit, Job Seekers Allowance (JSA), Employment and Support Allowance (ESA), State Pension or Pension Credits you'll need to upload the latest letter (dated within the last 12 months) onto Applicaa as evidence.
- We don't need to know about Child Benefit, Carers Allowance, Personal Independence Payment (PIP) or Disability Living Allowance (DLA), unless you, the student, receives these in your own name.
- Remember, any payments made towards disabilities or caring are deducted from your household income so you need to include this in Applicaa.

If you need any support with your application, Amanda from Student Finance (located in the Plaza, ground floor) will be available during your Enrolment and Induction.

Bursary applications are open to all students until October half term, Amanda from Student Finance will be in the downstairs ILC at various times of the day to support you.