

## **Bursary Useful FAQ's 2018-19**

### **How often can I expect a Bursary payment?**

Every 2 weeks

### **Do I receive Bursary if I am not in?**

No. Payment is made on a daily rate. This means that you will be paid for every day you attend your schedule sessions. If you miss a session during a day, and an absence is recorded, the payment for **that day** will be stopped.

### **I was on holiday last week I have not been paid?**

Holidays taken in term time disqualifies your eligibility for payment.

### **I have I got an "N" code for Period 3 yet I was in my lesson why has this stopped my payment?**

It may be that there is a clash on your timetable and the "N" code = reason for absence unknown, has been entered by the class teacher who would normally take your lesson, but due to the clash on your timetable you attended a different subject lesson – please ask the teacher who taught you to confirm your attendance with me to release your payment.

### **I have got an "N" code for Wednesday afternoon every other week and this is stopping my payments, why have I got an "N"?**

This is usually because you have not had your activity card signed and consequently you have been unaccounted for – please take your activity card to the Sixth Form Office to update your attendance and let them know you are Bursary so that they will inform me when the mark is cleared.

### **I haven't received a payment?**

Have you provided current bank details (sort code and account number) using the attached bank mandate form, for an account in your name?

### **I haven't had an email about my Bursary?**

The school will only contact you if there is a problem with your attendance in lessons. If you **do not** hear from the school you can presume that your Bursary will be released as normal.

Please remember to clear marks and queries promptly in order to release your Bursary. Queries should be cleared within 28 days.