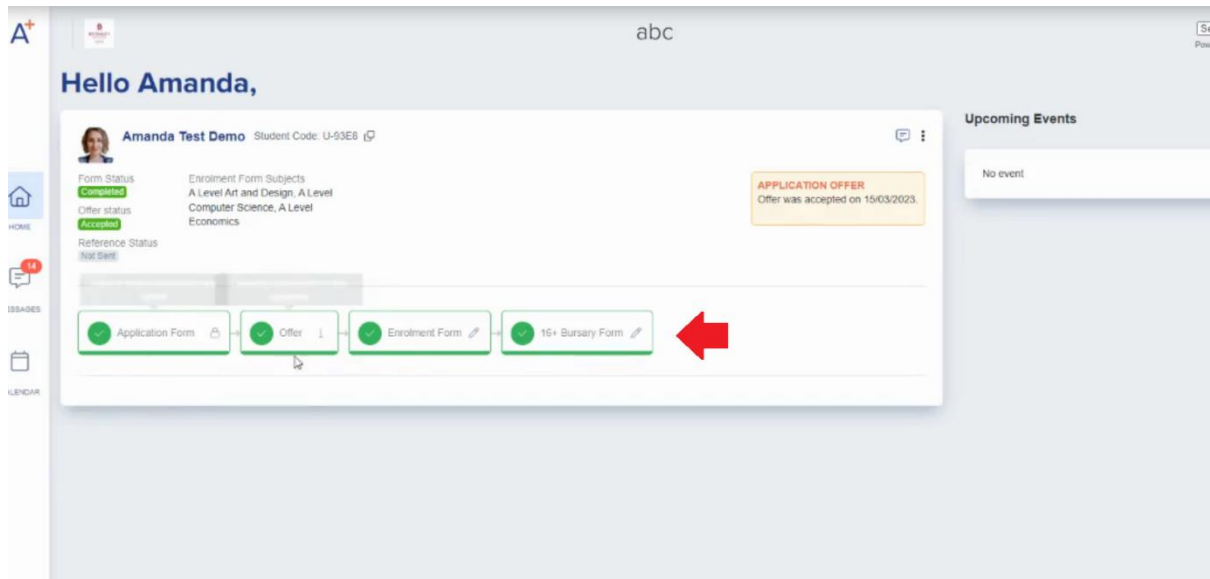
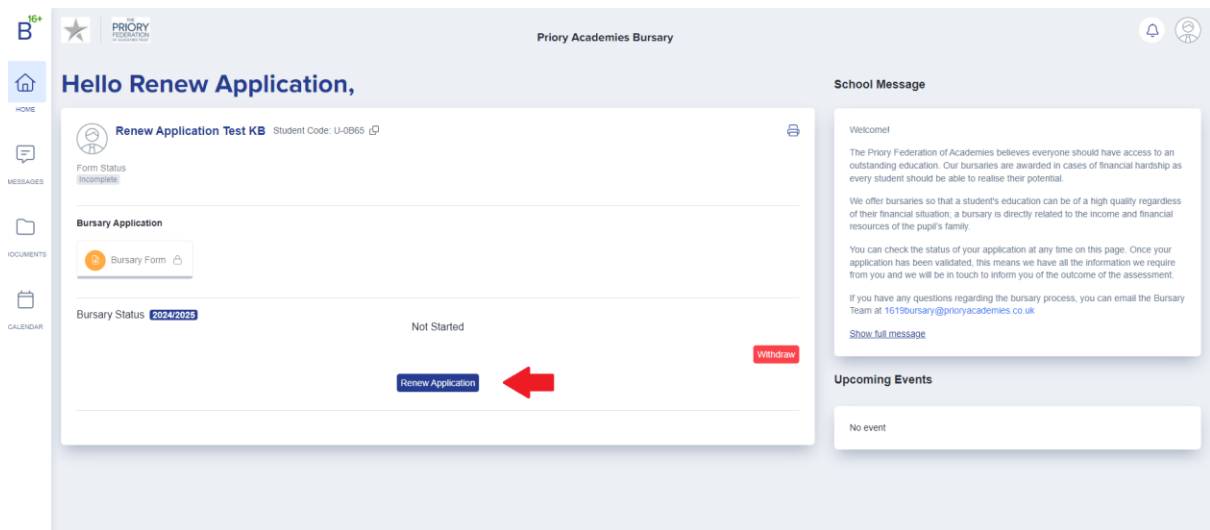


## 16-19 Bursary – Y13 Renew Application Guidance

Login to Admissions+ Account, select '16+ Bursary Form' button as per the screen shot below:



Upon clicking the 16+ Bursary homepage will open. To renew your application for the current year select the 'Renew Application' button below:



Once selected a new window will appear (as below).

First you will need to review the policy for the year and accept to confirm have read and understand the Trust's policy document.

**Review Financial Information**

Please review last year's application and indicate whether any of your **financial information** has changed.

**Income**

Your Earned Income (£)

Your Pension received

Your Child Support/Maintenance Payments (Received) (£)

Your Other Income (£)

**No Benefit**

**Summary Table**

	Value
Total Income	£ 0.00

**Review Policy**

☒ There are no changes! ☐ My financial information has changed!

Once read and understood, tick the boxes and then click 'Submit'.

**Review Policy**

Please review and agree to the the bursary policy attached below

[The Priory Federation of Academies Privacy Policy](#)

☒ I have read and agree to the above policy

[16-19 Bursary Policy 2024-25](#)

☒ I have read and agree to the above policy

**Submit**

If your financial information has not changed since the previous year's application, please select 'There are no changes!' button.

**Review Financial Information**

Please review last year's application and indicate whether any of your **financial information** has changed.

**Income**

Your Earned Income (£)

Your Pension received

Your Child Support/Maintenance Payments (Received) (£)

Your Other Income (£)

**No Benefit**

**Summary Table**

	Value
Total Income	£ 0.00

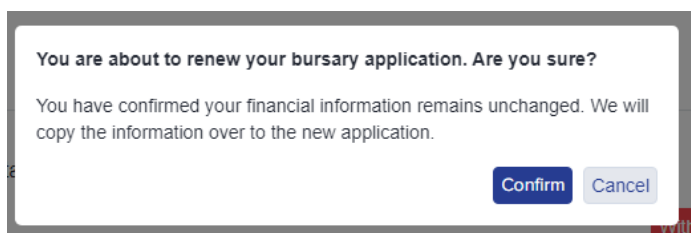
**Review Policy**

☒ There are no changes! ☐ My financial information has changed!

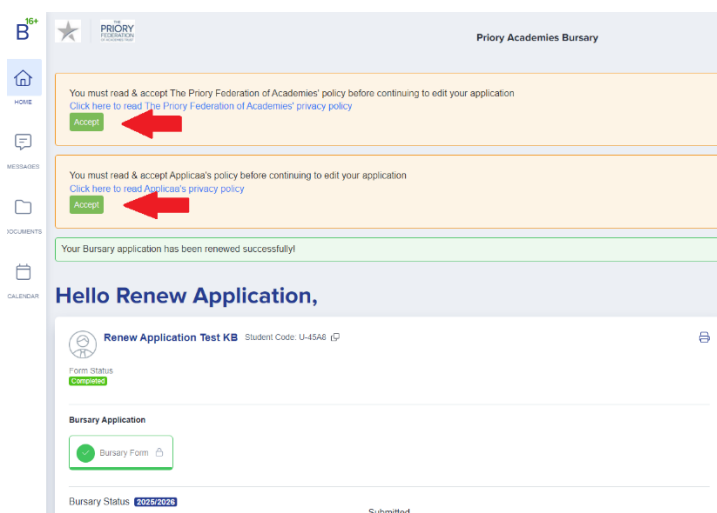
You will then be required to enter an electronic signature to confirm that none of your financial information has changed. Please sign and then select 'Accept & Sign'.



You will then need to select a final confirmation to renew you application. Once you are ready to confirm, select 'Confirm'.



Once confirmed you will return to the bursary homepage. At the top of your screen, you will be required to read and accept the Trust's and Applicaa's privacy policies before you can request any funding.



These will clear once you have accepted.

The Finance Team will receive a notification that you have renewed your application and the team will confirm the application, once this has been completed you will then be able to make funding requests.

If your financial information has changed since the previous year, please select 'My financial information has changed!'.

**Review Financial Information**

Please review last year's application and indicate whether any of your **financial information** has changed.

**Income**

Your Earned Income (£)

Your Pension received

Your Child Support/Maintenance Payments (Received) (£)

Your Other Income (£)

**No Benefit**

**Summary Table**

	Value
Total Income	£ 0.00

[Review Policy](#)

You will then be re-directed to complete a new application form including all your new financial information and evidence.

If you have any further questions, please email the Finance Team at [1619bursary@prioryacademies.co.uk](mailto:1619bursary@prioryacademies.co.uk)