



## 16-19 BURSARY FUND APPLICATION FORM 2019/20

This completed application form and relevant evidence must be handed in by **20th September 2019**. Applications made after this date will be considered provided sufficient funds are available. It should be completed by the student, although you may need help from your parent or guardian.

<b>Surname:</b>	<b>Forename:</b>
<b>Address:</b>	
	<b>Postcode:</b>
<b>Date of birth:</b> (DD/MM/YY)	<b>Age:</b>

Have you the right of abode and been resident in the UK for the last 3 years? (Please tick the appropriate box)	Yes		No	
---	-----	--	----	--

<p><b>Bursary criteria</b></p> <p>You must be aged 16-19 on 31<sup>st</sup> August 2019 and meet the Education Funding Agency's residency criteria. The bursary is to be paid to enable you to attend school with us and will only be paid if your attendance and behaviour meet the required standards.</p>
--

<b>Vulnerable Bursary additional criteria</b>				
To qualify you must fall into one of the categories below and produce the requisite evidence.				
Are you in or recently left local authority care?	Yes		No	
Are you getting Income Support or Universal Credit in your own name?	Yes		No	
Are you getting Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit?	Yes		No	
Are you getting Personal Independence Payment (PIP) in your name and either ESA or Universal Credit?	Yes		No	

<b>Discretionary Bursary additional criteria</b>				
Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £27,000 per annum, you will not be eligible for a discretionary bursary payment.				
You must provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this, including details of benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.				
P60 (for all earners in the household)		Income Support/Universal Credit award letter		Full TCAN (Tax Credit Award Notice)
Self-employed earnings (official tax return)		Other benefits/pension award letter		Wage slips (3 most recent wage slip)
My family does not receive any benefits		Are you currently in receipt of free school meals?	Yes	No
There has been a sudden exceptional change in circumstances		<b>You will need to provide a letter explaining what these circumstances are.</b>		

The amount of financial assistance you may receive is dependent upon your personal circumstances and is intended to help you with the costs of overcoming any barriers you may have when attending learning. Please indicate below the types of expense for which you need financial assistance. All information provided is strictly confidential and will only be used for the assessment purpose. **Your application will not be considered if you do not complete this section.**

--

Please provide the bank details for the student receiving the bursary

Please provide the bank details for the student receiving the bursary	
Account Holder's Name:	
Bank Name:	
Sort Code:	
Account Number:	

#### Student declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour as explained in the School Policy.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur which may result in changes to my claim I confirm I will notify the School immediately.

- I will notify the School immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Fund have been awarded to provide me with financial support to allow me to continue in learning and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
- I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel, meals, additional costs ie trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the Head Teacher, but if I feel I have not been treated fairly I can follow the School Complaints Procedure.

**I confirm I have read the '16-19 Bursary Fund 2019/20 – Information for students' which is available on the School website.**

Applicant Signature:	Date:
Name (block capitals):	