



# 16-19 Bursary Fund Application Form

Fill in all sections and provide written evidence as requested in Part B. If you do not provide the information requested, your application cannot be processed and will be returned to you.

NB: Every application is considered in line with the criteria as set out in the 16-19 Bursary Fund Guidelines. Funding is limited and will be allocated on a first come first served basis.

**Please be advised that for us to make an accurate assessment of household income, we will require evidence of income for each relevant responsible adult, e.g. if two parents are registered with us, we will require evidence for each parent before an award can be considered.**

## Part A: Personal Information

### Part A to be completed by the student

Surname: .....		Forename: .....	
Date of Birth: .....		Age: .....	
Have you been resident in the UK for the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Address:	.....		
	.....		
	.....		
	..... Postcode: .....		
Home Tel No: .....		Mobile No: .....	
Email: .....		Parent No: .....	

### Part A: Bank Details (MUST BE STUDENT'S OWN CURRENT ACCOUNT)

Name of Bank:	Account Number:
.....	.....
Name of Account Holder:	Sort Code:
.....	.....

**Part A: Bursary Categories (Please only tick one)**

Category 1 Bursary <input type="checkbox"/>	Category 2 Bursary <input type="checkbox"/>
<p>If you are in one of the following groups you will be entitled to a bursary of up to £1200</p> <ul style="list-style-type: none"> <li>• In care</li> <li>• A care leaver</li> <li>• In receipt of Income Support/Universal Credit in your own name</li> <li>• In receipt of Disability Living Allowance <u>and</u> Employment Support Allowance in your own name</li> </ul>	<p>If your family's <b>household</b> income is below £28,000 and you will find it difficult to meet the costs of full time education, you may be entitled to support with costs such as:</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Course related equipment/materials</li> <li>• Educational trips/visits</li> </ul>

**Part B: Eligibility Check**

**Part B to be completed by Parent/Carer (or student if applying for a Category 1 Bursary)**

Does the young person named in Part A live with you at the address shown? Yes <input type="checkbox"/> No <input type="checkbox"/>
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**Part B: Evidence**

You must bring one or more of these documents in evidence to show you meet the criteria:	<b>Evidence Required:</b> Photocopy or original of the <b>whole</b> document	Tick docs attached
<b>Category 1 Bursary</b>		
In care/recently left care	Social Services Letter ( <b>required</b> )	<input type="checkbox"/>
In receipt of income support in own right	Letter dated in last 3 months	<input type="checkbox"/>
Employment Support Allowance and Disability Living Allowance in own right	Letter(s) dated in last 3 months	<input type="checkbox"/>
<b>Category 2 Bursary - We require financial evidence for the <u>household</u></b>		
Income related Employment and Support Allowance (ESA)	Letter dated in last 3 months/last 3 months bank statements	<input type="checkbox"/>
Income-based Jobseekers Allowance	Letter dated in last 2 weeks/latest bank statement	<input type="checkbox"/>
In receipt of Income Support	Letter dated in last 3 months/last 3 months bank statement	<input type="checkbox"/>
In receipt of Universal Credit	3 most recent monthly award statements	<input type="checkbox"/>
Pension/Pension Credit	Award notice/evidence of Pension Income	<input type="checkbox"/>
Low income	P60 April 2020 or 3 most recent salary slips	<input type="checkbox"/>
Self Employed Income	SA302 or Certified accounts for 2018-2019 or 2019-2020	<input type="checkbox"/>

**Part C: Declaration**

**Part C to be completed by the Parent/Carer and Student**

Please read the statements below and tick the boxes to confirm your agreement then sign and date

I have fully completed each section	<input type="checkbox"/>
I have enclosed all required evidence to support my application	<input type="checkbox"/>
I have provided evidence which is accurate and true. I understand that the school may carry out checks to verify the evidence provided and may take action deemed appropriate if any information I have given is proven to be incorrect or false	<input type="checkbox"/>
I have completed the bank information section with the students own bank details. (current account only)	<input type="checkbox"/>
I understand that to receive my full award, I must maintain attendance above 95% and adhere to the Student Code of Conduct and failure to do this will reduce or stop my bursary	<input type="checkbox"/>

Name of Student: .....

Student Signature: ..... Date: .....

Parent/Carer Signature: ..... Date: .....

**Office Use**

Bursary Approved: Yes  No  Category: 1  2

Documents Checked by Sixth Form Administrator .....

Approved by Director of Learning Sixth Form .....

Approved by Headteacher (Deputy in her absence): ..... Approved by (Finance): .....