

BURSARY APPLICATION FORM

For learners aged 16 – 18 on 31 August 2024
Academic Year 2024/25

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.

Answer all of the questions required – enter N/A, NO or NIL where appropriate.

Make sure you & your Parent/Carer sign and date the application on page 3.

Section 1: Your Personal Details

Your first names (in full)

Your surname (in full)

Academy Name, Year
Group and Form

Your date of birth

 / /

Your home address.

Postcode:

Email

Section 1 (a) Residency Questions

What is your nationality?

Have you lived in the UK for the 3 years preceding the first day of your course? **Yes**

No

Are you an asylum seeker?

Yes

No

Section 1 (b) Which courses are you taking?

Section 1 (c) Student Bank details for payments (must be student's own bank account)

Bank Account Name

Sort code

Account number

Section 2a: About the other people living in your home

Surname	First Name(s)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2b: How many brothers / sisters live with you (under the age of 18 and unwaged)

Section 3: Household Income – to be completed by parent(s) / carer(s)

	Parent / Carer (1)	Parent / Carer (2)
Please enter names:		
Employment income (please provide latest P60)	£	£
Self-employment income (please provide tax return)	£	£
Income from savings, shares, investments, trusts, dividends etc. (please provide official evidence)	£	£
Pension income (please provide latest P60)	£	£
Any other household income (please provide evidence)	£	£
Universal/Tax credit (please provide official evidence)	£	£
Child Support Maintenance (please provide evidence)	£	£
Other benefits (e.g PIP/ESA/Income support/Carers Allowance) – please specify.	£	£
<i>Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined</i>		

Section 4: How you are planning to get to / from Sixth Form?

Public Bus School Bus Car Cycle Train Walk Other

School or public bus name/number

If you require assistance with the cost of travel, please provide details of the weekly/monthly costs

Section 5: Learner Status

The school prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements (Please note these statements relate to the student):

	Yes	No
I am in receipt of Disability Living Allowance/Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Income Support or Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
I am in care / classed as a 'looked after child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
I have been in care and am now classed as a 'care leaver'	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Employment Support	<input type="checkbox"/>	<input type="checkbox"/>
I receive free school meals	<input type="checkbox"/>	<input type="checkbox"/>

Section 6: Additional costs (What do you need?)

Please use this box to tell us what you will need financial assistance for (e.g contribution to travel over 2 miles, specific equipment, books etc). This information is strictly confidential and will only be used for assessment purposes.

Section 7: Learner and Parent(s) / Carer(s) Declaration

The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the school of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment at school will be monitored and if I leave school without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds. Where possible receipts must be provided for expenditure incurred

Awards can only be made to students who have met the following conditions:

- Have achieved 95% attendance in the previous term
- Have not been the subject of any exclusion/formal warning
- Have a positive attitude to learning (as agreed by Head of Sixth Form)

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

Student signature		Date	
Parent(s) / carer(s) signature		Date	

Type of income evidence that will be required to support an application. Please hand in all evidence with this application (note: all pages of letters/statements will be required)

Annual Salary - P60 for tax year, or week 52 pay slip or month 12

Universal Credit award – dated within last three months

Income Support - Entitlement / Award letter – dated within the last three months

Job Seekers Allowance - Entitlement / Award letter – dated within the last four weeks

Disability Living Allowance - Entitlement / Award letter – dated within the last three months

Employment Support - Allowance Entitlement / Award letter – dated within the last three months

Incapacity Benefit - Entitlement / Award letter – dated within the last three months

Carer's Allowance - Entitlement / Award letter – dated within the last three months

Housing Benefit - Entitlement / Award letter – dated within the last three months

Any other benefit - Entitlement / Award letter – dated within the last three months

Working Tax Credit - Working Tax Credit Award Notice

Child Tax Credit - Working Tax Credit Award Notice

Child Benefit - Award letter

Grants or Bursaries etc. - Relevant paperwork detailing entitlement and amount paid

Any other income - Relevant paperwork

Office use only		Date received:	Signature:
Unsuccessful: <input type="checkbox"/> Successful: <input type="checkbox"/> Referred for further evidence: <input type="checkbox"/>	Amount	Date:	Signature:
Student informed <input type="checkbox"/> Head of Post 16 informed <input type="checkbox"/>	Payment details set up <input type="checkbox"/>	Date:	Signature:
Courses Confirmed		Date	Signature
Notes			