

Sixth Form Bursary Application Form 2018-2019

ALL SECTIONS SHOULD BE COMPLETED

Please ensure that you have read the 16-19 Bursary Guidance Leaflet thoroughly before completing this form.

You MUST complete all the application in FULL and submit together with ALL evidence.

Failure to complete **ALL** sections and submit **ALL** evidence will result in a delay in your application being processed.

1 PERSONAL DETAILS (student)

Title		Surname		Forename(s)	
Age (on 31st August 2017)		Date of Birth		Nationality	

Home address

	Post code

2 HOUSEHOLD DETAILS: Please state who lives with you and their relationship to you.

Name	Relationship	Age if 18 or under

I am a lawful resident of the UK, and have lived in this country for the last 3 years

I am not a lawful resident of the UK

3 BANK DETAILS (Student)	
Name of account holder	
Name and Address of Bank / Building Society	

Account Number									
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Sort Code			-			-		
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4 Which Priority Group are you applying for?

Priority 1

Vulnerable Students who are:

- ◇ In care
- ◇ Care leavers
- ◇ Getting Income Support (IS), or Universal Credit (UC) in place of Income Support, in their own right.
- ◇ Getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Allowance (DLA) or Personal Independence Payments in their own right.

Priority 2

Student eligible for Free School Meals. You are eligible if your parents are claiming one of these benefits:

- ◇ Income Support
- ◇ Income-based jobseekers Allowance
- ◇ Income-related Employment and Support Allowance
- ◇ Support under Part VI of the Immigration and Asylum Act 1999
- ◇ Guaranteed element of State Pension Credit
- ◇ Child Tax Credit with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- ◇ Universal Credit

Priority 3

Students who are not already classified as Priority 2 who have an annual household income of below £20,817

Priority 4

Students with an annual household income of between £20,817 and £25,521

5 TYPES OF INCOME	EVIDENCE REQUIRED	EVIDENCE PROVIDED
Annual Salary/Income	Monthly salary slips x3 or weekly wage slips x4 OR if self-employed a copy of the latest official tax return	<input type="checkbox"/>
State Pension/Private Pension/ Pension Tax Credit	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Carer's Allowance	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Child Benefit	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Child Support/Maintenance	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Child Tax Credit and/or Working Tax Credit	All pages of the HMRC Tax Credit Award notice dated April 2017-April 2018 OR outdated letter plus	<input type="checkbox"/>
Council Tax Benefit	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR copy of the 2016/17 Council Tax bill plus 3 months bank statements (most recent)	<input type="checkbox"/>
Disability Living Allowance	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Employment Support Allowance	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Housing Benefit	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>

Incapacity Benefit	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Universal Credit/Income Support	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Income based Job Seekers Allowance	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Personal Independence Payment	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>
Any other income	Award letter (all pages required) dated within the last 3 months showing name, address and benefit receiving OR outdated letter plus 3 months bank statements (most recent)	<input type="checkbox"/>

Total annual household income where applicable, including benefits: £

6 WHAT DO YOU REQUIRE FINANCIAL SUPPORT WITH?

Are you applying for assistance with transport? Yes No

Do you live more than 2 miles from school? Yes No

Do you have a disability that prevents you walking 2 miles? Yes No

If you live more than 2 miles away and use public transport, please specify Transport provider, route number and weekly fare:

Are you applying for assistance with Clothing?

Yes

No

Please specify which course/subjects you are studying and type of clothing required:

Are you applying for assistance with Books, Equipment or Materials?

Yes

No

Please specify course and items required:

Are you applying for assistance with trips, visits, university interviews and open days?

Yes

No

Please specify course and trips and visits:

Are you applying for financial support with anything else not specified above?

Yes

No

Please give full details:

Wherever possible the school will purchase regular travel tickets, books, equipment, clothing etc on behalf of successful applicants.

If you are claiming reimbursement for costs already incurred please provide evidence of this.

7 Declaration

I have answered all the relevant questions to the best of my knowledge.

I accept that if I have intentionally given any incorrect or misleading information I shall be liable to repay any amount paid to me or on my behalf immediately. Students will be excluded and the matter will be referred to the relevant authorities.

I confirm that I will attend school regularly. I am aware that if my attendance falls below 96% for all subjects and should my behaviour fall below the standard expected or I leave the school before completing my course I understand that I may be liable to repay any money paid to me or on my behalf.

I understand that whilst I am in receipt of Bursary Funds it is my responsibility to immediately notify the school Finance team of any change in my circumstances.

I declare that the information on this form is correct and I have enclosed all the relevant paperwork. I have read and accept the detail in the 16-19 Bursary Guidance Leaflet.

Signature of <u>Student</u>		Date	
Name (Print) of Student			

Signature of <u>Parent / Guardian</u>		Date	
Name (Print) of Parent / Guardian			

OFFICE USE			
Date received	<input type="text"/>	Form completed fully	<input type="text"/>
Evidence verified	<input type="text"/>		
Priority 1	<input type="text"/>	Priority 2	<input type="text"/>
Priority 3	<input type="text"/>	Priority 4	<input type="text"/>
FSM eligibility	<input type="text"/>	Pupil Premium	<input type="text"/>
Eligibility Confirmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name	Signature		
<input type="text"/>	<input type="text"/>		
Date	<input type="text"/>		