

16-19 Bursary Fund Application

Proof of entitlement is required to allow the processing of this form. Please refer to the information sheet at the back of this form which details the type of documents needed to check Financial Assessment. At least

3 documents are required which detail **ALL** the household income.

To be completed by student

Surname/Family Name:			
First Names:			
Date of Birth: (dd/mm/yyyy)		Age:	
Address:			
		Postcode:	
E-mail Address			
Home Phone:			
Mobile Phone:			
Current Course:			
Residency:	Have you been a resident in the UK or EU/EEA for the last 3 years? Yes / No		

Please state what costs you need help with. Receipts for items purchased are also required.

Expense	Details	Amount Requested
Books and Equipment		£
Fees, Exam Resits		£
Course Trips		£
Interviews and Open Days		£
Other Costs (Please specify)		£
TOTAL AMOUNT REQUESTED		£

Please carefully read the declaration below before signing

- 1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.**

- 2. I am aware that the funding covers only this current school year, will be paid monthly in arrears and that I must re-apply at the start of the next academic year; there is no guarantee that I will receive the same amount of payment or any funding for future applications even if I am eligible for the current year.**

- 3. I also undertake to advise the school immediately should there be any changes to the family circumstances. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**

- 4. I understand that all payments are dependent upon my good attendance and punctuality, work ethic and following the Sixth Form Code. These payments are at the discretion of the Sixth Form team.**

Signed (Learner):

Date

Signed (Parent/Carer):

Date

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS transfers . If you do not have a bank account, you need to open one before completing this form.	
Account Name:	
Name of Bank:	
Sort Code:	
Account Number:	

To be completed by parent/carer

	Parent/Carer 1	Parent/Carer 2
Surname/Family Name:		
First Names:		
Date of Birth:		
National Insurance Number:		
Mobile Phone:		
Home Phone:		
Address:		
		Postcode:
Household income: Gross earned income		
Pension:		
Income from investments, dividends, interest etc:		
Maintenance:		
Any other income:		

* ***Must be completed by parent(s)/carer(s)***

Age: Students should be under 19 years of age on 31st August 2021

Bank details: This should be the **student's own** bank account.

Type of Income:	Means assessing – Evidence Required
Annual Salary	P60 for tax year 2020-21
Income Support	Entitlement / Award letter – dated within the last 3 months
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance (ESA)	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked "2020-21". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Child Tax Credit Award Notice marked "2020-21". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	Award letter
Grants or Bursaries etc	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months
Any other income	Relevant paperwork

- **Self assessment tax calculation form (SA302).** This form is sent by the HM Revenue & Customs to self employed people and is the equivalent of a P60.

Evidence needed to check Vulnerable Group applications:

Evidence can include:

- Letter from the Local Authority (usually a social worker/transitional manager) to confirm the young person's current or previous looked after status
- Recent Entitlement Award letter in the student's own name showing they personally are in receipt of Income Support or Universal Credit
- Disabled and in receipt of Employment Support Allowance **and** Disability Living Allowance or Personal Independence Payments (PIP)

N.B. Evidence will be kept for audit/monitoring purposes.