



16 – 19 Bursary Fund Application Form

Section 1 – Your Details

A. Personal Details	
1. First Name	
2. Surname/Family Name	
3. Tutor Group	
4. Sex	
5. Date of Birth	
6. Town/City Born	
7. National Insurance number	

You will be required to provide proof of identity – please attach to this form

B. Contact Details	
8. Address	
9. Post Code	
10. Telephone Number	
11. Mobile Phone Number	
12. Email Address	

You will be required to provide proof of your UK address – please attach to this form

Section 3 – Nationality and Residence

1. Are you an UK national	Yes	No
2. Have you lived in the UK for at least 3 years prior to starting	Yes	No
If 'No' you will be required to complete an additional form		
Please be aware that we may wish to see proof of your UK nationality		

Section 4 – your independence details

1. Do you live with adults who are responsible for you	Yes	No
2. Are you - in Local Authority care? - a care leaver? - living with foster parents?	Yes	No
	Yes	No
	Yes	No
3. Do you currently receive Income Support or Universal Credit in your name?	Yes	No
4. Are you disabled and in receipt of both Employment Support Allowance or Universal Credit <u>and</u> Disability Living Allowance or Personal Independence Payment	Yes	No
5. Are you a parent yourself who is mainly responsible for at least one child?	Yes	No
If you answer yes to any one of these we will advise you what proof we will require		

Section 5 – your needs

1. Travel				
- Will you travel to the College (tick 1)	Car	Bus	Walk	Cycle
- If by bus from where?				
2. Other Needs				
- list any additional support you might need to help you learn				

Section 6 – your UK bank or building society account details

The Education Funding Agency does not expect the bursary to be paid into another person's account, unless in exceptional circumstances where a student is unable to administer their own account.

Account holder's name	
Name of Bank/Building Society	
Branch	
Sort Code	
Account number	
Building society roll number (if applicable)	

Section 7 – consent to share

Do you consent to us talking about your application with your parents/guardians so they can give us relevant information with regards to your needs?	Yes	No
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Section 8 - student agreement

<p>We will not be able to process this application unless you sign and date this agreement :</p> <ul style="list-style-type: none">▪ I confirm that the information I have given on this form is correct and complete to the best of my knowledge▪ I confirm that I have submitted the required supporting documentation▪ I agree to repay the school in full and immediately any sums advanced to me if the information that I have given is should to be false or deliberately misleading

Your Full Name (in BLOCK CAPITALS)			
Your signature	Date		
			2021

Section 9 – financial details

You should complete this section if you are:

- the adult(s) responsible for the young person
- or you are an independent student living independently and in receipt of Income Support, giving details for the tax year 6th April 2020 to 5th April 2021.

Student's Personal Details	
First Name	
Surname/Family Name	
Date of Birth	

Q1 Please tick one the box	
I am/we are the adult(s) responsible for the young person applying	
I am the student applying	

Q2 Does the young person named live with you at the address shown	Yes/No

Q3	Responsible Adult(s) details	Person 1	Person 2
	Surname/Family name		
	First Name		
	Relationship to student		

Income

Q4	Did the student and/or sibling(s) receive Free School Meals (if at school) during the academic year 2020/21	Yes	No
	Sibling Names(s)		

If you have answered “Yes” to Q4, you do not need complete Q5

Employment income - please provide information for tax year 2020/2021

Q5 Responsible Adult(s) details			
Q5	Person 1	Are you *employed/self-employed? Yes <input type="checkbox"/> /No <input type="checkbox"/>	If yes, please submit *P60/self-assessment tax return
	Person 2	Are you *employed/self-employed? Yes <input type="checkbox"/> /No <input type="checkbox"/>	If yes, please submit *P60/self-assessment tax return

*Please delete as appropriate

If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.

Q5 continued	Benefit Received	Person 1	Person 2
	Universal Credit		
	Income Support		
	Income-based Jobseeker's Allowance		
	Income-related Employment and Support Allowance		
	Personal Independence Payment		
	Carer's Allowance		
	Housing Benefit		
	Council Tax Benefit		

Please tick the relevant boxed to indicate all other income received into the household

Q5 continued	Other Income	Person 1	Person 2
	Working Tax Credit		
	Child Tax Credit		
	Child Benefit		
	Grants or Bursaries		
Any Other Income/Benefit (please specify)			

Section 10 – parent(s)/guardian(s)/partner or independent young person agreement

We will not be able to process this application unless you sign and date this agreement

- **I confirm that the information I have given on this form is correct and complete to the best of my knowledge**
- **I confirm that I have submitted the required supporting documentation**
- **I agree to repay the school in full and immediately any sums advanced if the information that I have given is should to be false or deliberately misleading**

Person 1		Person 2	
Your Full Name (in BLOCK CAPITALS)		Your Full Name (in BLOCK CAPITALS)	
Your signature		Your signature	
Date		Date	

16 – 19 Bursary Fund Application Form

Notes for completing Bursary Application Form

Section 1 – Your Details

A. Personal Details

1. First Name
2. Surname/Family Name
3. Tutor Group
4. Sex
5. Date of Birth - this will normally be between 01/09/2002 and 31/08/2005
6. Town/City Born – this helps answer question 3.1 below
7. National Insurance Number – you should now have these details

You will be required to provide proof of identity

B. Contact Details

8. Address
9. Post Code
10. Telephone Number
11. Mobile Phone Number
12. Email Address – if you have one

You will be required to provide proof of your UK address

Section 3 – Nationality and Residence

1. Are you a UK national?
2. Have you lived in the UK for at least 3 years prior to starting?

Please be aware that we may wish to see proof of your UK nationality, so if you are unclear about this question please ask us.

If you have to answer ‘No’ you will be required to complete an additional form

Section 4 – your independence details

1. Do you live with adults who are responsible for you? If you live with foster parents answer No but answer Yes under Q 4.2 below
2. Are you in Local Authority care, a care leaver or living with foster parents? Please provide a letter from the Local Authority to confirm your circumstances
3. Do you currently receive Income Support in your name? If yes please provide evidence/award letter dated within the last 3 months
4. Are you disabled and in receipt of both Employment Support Allowance and Disability Living Allowance?
5. Are you a parent yourself who is mainly responsible for at least one child?

If you answer yes to any one of these we will advise you what proof we will require

Section 5 – your needs

- 1. Travel** – this will help us decide whether we can support you with travel
- 2. Other Needs** – the Director of Sixth form will discuss with you any potential additional needs that you might have, if appropriate.

Section 6 – your UK bank or building society account details

- 1. Account holder's name** – this should be the name as it appears on your cash/debit card
- 2. Name of Bank/Building Society**
- 3. Branch**
- 4. Sort Code**
- 5. Account number** - your account number may not be the same as your cash/debit card number and is normally 8 digits long.
- 6. Building society roll number (if applicable)** – enter exactly as it appears on your statement

You will be required to provide documentary evidence of your account

Section 7 – consent to share

It is important that you do consent to us talking about your application with your parents/guardians so that we can verify critical information with regards your needs.

Section 8 - student agreement

We will not be able to process this application unless you sign and date the agreement confirming that the information you have given is correct and complete to the best of your knowledge; and that you have submitted the required supporting documentation.

Application timescale

This form should be returned to the **Post 16 Office by 30th September 2021**. Applications received after will be considered but as there is a limited monetary fund this may affect the decision to award a bursary payment.

You will be informed of result of your application within 10 working days

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Notes for completing section 9 of Bursary Application Form

Financial details

You should complete this section if you are the adult(s) responsible for the young person or you are an independent student living independently and in receipt of Income Support, giving details for the tax year 6th April 2020 to 5th April 2021.

Personal Details

Q1. **Students details** – please confirm Names and DOB of young person

Q2. Please advise that **the student named lives with you at the address shown.**

Q3. Both parents/guardians please provide **your name and relationship to the student** – mother/father/grandparent/aunt/uncle/parent of partner/other (please state)

Income

Q4. Please provide copy of your FSM confirmation letter

Q5. If you have answered yes to Q4 you do not need to complete Q5. Whatever you have declared in Q5 must be backed up by evidence (photocopies) in order for an assessment to be made.

The tables below show the evidence you will need to provide with the application form. Once you have declared and identified your income/benefits on the application form please find the **Type of Income** that applies to you in the first column and the **Evidence Required** column will tell you what you need to provide

You only need to provide one of the following for each type of income received:

Employment

Type of Income	Evidence Required
Annual Salary	P60 for tax year 2020-21, or payslips from previous 3 months
Self Employed	Copy of Self Assessment tax return 2020-21

Benefit Received

Type of Income	Evidence Required
Universal Credit	Evidence/award letter – dated within the last 3 months
Income Support	Evidence/award letter – dated within the last 3 months
Income-based Jobseeker's allowance	Evidence/award letter – dated within the last 3 months
Income-related Employment and Support Allowance	Evidence/award letter – dated within the last 3 months
Personal Independence Payment	Evidence/award letter – dated within the last 3 months
Carer's Allowance	Evidence/award letter – dated within the last 3 months

Housing Benefit	Evidence/award letter – dated within the last 3 months
Council Tax Benefit	Evidence/award letter – dated within the last 3 months

Other Income

Type of Income	Evidence Required
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	Relevant paperwork detailing entitlement and amount paid
Any Other Income/Benefit (please specify)	Relevant paperwork

BURSARY Help Sheet

Guidance for what your bursary can be used for?

The ESFA has set guidelines and encourages institutions to pay bursaries in-kind rather than cash deposited into accounts. This helps ensure that the bursary is spent for the reasons it was awarded. Furthermore, it is to be noted that we strongly advise that no purchase be made before a bursary request form is completed, which can be obtained from the Post16 office and authorisation is given by the Director of Sixth Form, John Bowers.

This can include travel passes or required text books; the bursary awarded to you can be used for all educational purchases of items that are required to aid completion of your chosen course:

- **Stationery**
- **Textbooks**
- **Travel – i.e. Bus pass**
- **Specialist Equipment***
- **Assistance with purchase of your school uniform/kit**
- **Bag/Rucksack for school**
- **Printing money in school**

***Stationary equipment are devices such as laptops or printers, however, upon completion of your course, these items must be returned back to the Trust. According to the ESFA guidelines, if an institution purchases equipment that is necessary for the student to complete their study programme, they can purchase this with bursary funds and we are obligated to inform the student that they must maintain this item and return it once they have completed their study programme, and as such a record of these item will remain on their file.**

When requesting to claim, please, make it clear whether this will be for a purchase or a reimbursement.

Upon Submitting the form, the claim will need to be authorised before we can accept any receipts/evidence, therefore, please only provide these once approval is complete for which you will be notified of.

Any issues, please contact the post16 office to discuss further.