

**16-19 STUDENT BURSARY**

**APPLICATION FORM**

***The details on this form should be those of the student requesting support from the Student Bursary Fund***

Surname Forename

Address

Postcode Phone Number

Gender: Male Female Other Prefer not to say Date of Birth

Have you lived in the UK for the last 3 years? Yes No

If no, where have you lived previously?

Do you have Asylum or Refugee status? No Refugee Asylum

Do you support yourself financially/live independently? Yes No

Do you have a recognised disability under the DDA? Yes No

**APPLICATION CATEGORIES**

**Which group are you applying for?**

**Group 1: Vulnerable Student** Yes No

* In care/care leaver
* In receipt of Income Support (in student’s own name)
* In receipt of Disability Living Allowance **AND** Employment Support Allowance (in student’s own name)

**Group 2 Category 1:** Student living in a household where the gross annual income is Yes No

£21,000 or below including all parental benefits and child maintenance.

**Group 2 Category 2:** Student living in a household where the gross annual income is Yes No £28,000 or below including all parental benefits and child maintenance.

**Group 2 Category 3:** Student living in a household where the gross annual income is Yes No £31,000 or below including all parental benefits\* and child maintenance.

\*One of these must be either child/work tax credit or universal credit.

**Group 3:** Student who has an extreme financial problem, for example a specific Yes No

educational or independent living cost which cannot be met.

Are you already receiving a regular Bursary payment? Yes No

If you have applied under Group 3, please detail below the reason you are applying for support.

**EVIDENCE / DOCUMENTATION REQUIRED**

Depending on which Group you apply for overleaf, you will need to supply the following ORIGINAL documentation which will be copied and returned:

**Group 1: Student in care/care leaver/in receipt of Income Support etc:**

* Letter from the local authority to evidence looked after status **OR** evidence of entitlement to Income Support **OR** evidence to **BOTH** Disability Living Allowance and Employment Support Allowance.

**Group 2 Cat 1&2: Student with household income of below £28,000:**

* Most up to date Tax Credit Award notice (TC602) detailing entitlement to Working Tax Credits or Child Tax Credits **AND**

entitlement/award letter showing evidence of a benefit received. Which includes universal credit.

* Any other benefit award notices.
* P60 2023 or March 2023 payslip displaying year to date earnings.

**Group 2 Cat 3: Student with household income of above £31,000:**

* Most up to date Tax Credit Award notice (TC602) detailing entitlement to Working Tax Credits or Child Tax Credits **AND**

Entitlement/award letter showing evidence of a benefit received. Which includes universal credit.

* P60 2023

**Group 3: Financial hardship:**

Appropriate evidence to show that the financial problem is extreme and short term. Household income evidence will be

required as in Group 2 above UNLESS you are already in receipt of a regular Bursary payment.

*The following questions relate to income in your household. This means the people you live and have some relationship with (not just a friend or sibling).* ***This information will be treated as confidential for the purpose of this application.***

**INCOME**

**ANNUAL SALARY (BEFORE TAX)** Parent/Guardian 1

 £

Attach Evidence

 Parent/Guardian 2 £

 £

If you or parent(s)/guardian(s) are in receipt of any benefits please tell us which ones you/they receive.

ALL applicants must provide evidence of benefits at the time of application

**Benefits** (total into household each week) £ Weekly

**Which benefits?**

**Child Benefit** (total received each week) £ Weekly

Attach Evidence

**Any Other Income** (inc. Child Maintenance payments) £ Weekly

Please state type of income

**BANK DETAILS**

**IMPORTANT: In order for you application to be processed, you must have a bank or building society account in your own name to enable refund payments to be made.**

**PLEASE PRINT CLEARLY**

**Bank / Building Society**

**Name of account holder**

**Sort code - - Account Number**

**DECLARATION Please sign the declaration below**

* I have read and understood the conditions of assistance from the 16 to 19 Bursary Fund and have answered all relevant questions to the best of my knowledge.
* I have read and understood The Brunts Academy Bursary Policy and the Student Absence Guidelines.
* 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, in full, immediately.
* I confirm that I will attend school regularly. I am aware of the 97% attendance requirement for all subjects and the behaviour requirements as outlined in the Student Bursary Agreement.
* If I give up my course before completion, 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 Academy of any changes in my circumstances.

**Signed Signed Date**

**(**Student) (Parent/Guardian if under 18)

**PLEASE ENSURE THAT YOU HAVE PROVIDED ALL THE EVIDENCE WE REQUIRE TO ASSESS YOUR FORM**

**IF YOU HAVE COMPLETED THE FORM ONLINE PLEASE PRINT AND SIGN IT**

**ONCE COMPLETE, PLEASE RETURN THE APPLICATION FORM AND ALL ORIGNAL DOCUMENTATION TO:**

**THE SIXTH FORM OFFICE/ HEAD OF SIXTH FORM**

**Office use only**

Date Application received

**Support approved?** Yes No **Approved/rejected by**

Group 1

Group 2 Category 1

Group 2 Category 2

Group 2 Category 3

Group 3 Ad-hoc/Emergency funds