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**Sixth Form Bursary Application**

Please complete this application to assess eligibility for Bursary funding for a 16-19 year old student.

This form must be returned by **Monday 16th September** and any award will be assessed, with reference to the Bursary Policy, during a Panel Meeting.

Eligibility

To be eligible for the bursary, the student must satisfy at least one of the criteria below:

* Have parents in receipt of pension credit or income support, income- based job seekers allowance, child tax credit or employment support allowance, or other relevant benefit
* Have a household income below £40,000 per annum
* Be in care or a care leaver
* Claim benefits in their own right

Students **who do not satisfy these criteria but who are able to demonstrate significant financial hardship arising for a specific reason** not covered above may be awarded a bursary on a case-by-case basis.

***Please note – an award of the bursary does not affect benefit payments***

Bursary Awards

The amount of bursary awarded will be allocated using an income based approach, will be based on individual need and will depend on funds available. The bursary award may include an award for one or more of the following, but is unlikely to award any cash payments unless in exceptional circumstances:

* School Meals
* Books/IT equipment required for the programme of study
* Transport (to enable school attendance)
* Educational trips / University open days and interview costs

A Panel will review all applications and allocate bursary awards before the 30th September. If there are any urgent costs to be met prior to this, please indicate such on the application.

Please refer to the Bursary Policy on the school website for further details.

**Additional Information**

Types of Bursary

Vulnerable Bursary:

A vulnerable bursary is available to the most vulnerable groups and is a maximum amount of £1,200 per annum. In addition to the general eligibility above, a student must fall into one or more of the following categories to qualify for a vulnerable bursary:

- Be in care, or a care leaver

- Be in receipt of income support, or universal credit in place of income support, in their own right

- Be in receipt of employment and support allowance or universal credit, AND disability living allowance or personal independence payments, in their own right

Discretionary Bursary:

A discretionary bursary is available to qualifying students who do not meet the criteria of the vulnerable bursary. The amount awarded will be variable, based upon household income and is given to meet individual needs such as the costs of transport, meals, books and equipment

Conditions of the bursary award:

Students in receipt of a bursary award must adhere to the sixth form standards. Students in breach of the standards, for example not meeting the minimum expected standards of behaviour or attendance, may have their bursary award reduced or withdrawn. Such a decision will be confirmed to the student in writing.

I confirm that I have read and understand the bursary guidance. I am aware that I am applying for an award under the Bursary Fund by completing this form and that the details and evidence (where necessary) provided will be used to determine the amount of any award to be allocated to me.

Signed (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application**

|  |  |
| --- | --- |
| Name: | Address: |
| Date of Birth: | Nationality: |
| Courses Studied: | Household Income (**for the discretionary bursary only**)  Please specify your parent / carer’s current household income from employment or a pension *(per year / per month / per fortnight / per week):*  Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pension \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please specify if your parent / carer is in receipt of any of the below benefits:  □ Universal Credit  □ Child Tax Credit  □ ESA  □ Other |
| Number of Dependants in Household |
| Please tick if any of the below apply to you:  □ In care of the local authority / a care leaver  □ Receiving Universal Credit or ESA or other benefits in your own right  □ Living independently from parents / carers |  |
| If a bursary was to be awarded, please indicate your preferences for how it would be allocated:   * Travel to and from school * Books / Specialist Equipment * IT equipment * Educational Trips * University related costs * Other – please specify below | |

*\* Proof of income must be provided* ***unless*** *the student is eligible for Free School Meals. Accepted documents include:*

* *Proof of annual income (the 3 most recent payslips)*
* *Written confirmation from the local authority of current/previous looked-after status*
* *Written confirmation of benefit award/tax credit notice, in the name of the student (vulnerable or discretionary) or parent (discretionary)*
* *Three most recent Universal Credit Monthly Award Statements*
* *P60 End of Year certificate or self-assessment equivalent for adults in the household*

I confirm that all details provided on this form are correct and that any false information may result in my application and any bursary awarded being cancelled.

Signed (student): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (parent / carer): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed form to Mrs Nicholson.

For any further details regarding applications and criteria, please contact Mrs Nicholson, on 01388 603388.

Office Use Only

Decision

|  |  |  |
| --- | --- | --- |
| Eligibility agreed: | Date: | Signature: |
| Evidence Received: | Date: | Signature: |
| Award to be allocated: | Date: | Signature: |

Allocation of Items

Award issued:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I confirm that I have received the above listed items. I confirm that I understand that I may be asked to return these items if I fail to meet the conditions of the award allocated.

Signed (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Additional Award: | Date: | Signature: |