

# Application Form

## Sixth Form 16-19 Bursary



*This form must be completed by the student applying for the bursary funding. Please complete this form and submit to the finance office together with copies of your supporting evidence*

### SECTION 1 – Student Details (please print details and complete in black ink)

First Names:	Surname:
Date of Birth:	Home telephone No:
Email:	Mobile No.

### SECTION 2 – Vulnerable Student Bursary (up to £1,200 per annum). Please tick the box that applies to you:

- I am student living in care
- I am a student who has recently left care
- I am a student in receipt of income support or Universal Credit in my own name
- I am a student in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance (or Personal Independence Payment)

**(If you are applying for a Vulnerable Student Bursary and have completed Section 2 please now go to Section 4)**

### SECTION 3 – Discretionary Bursary

I am a student who permanently lives in a household whose parents/carers receive one of the following (please tick the appropriate box).

Name of person receiving benefit:	Income Support	Job Seekers allowance	Employment Support Allowance	Child Tax Credits	Universal Credit	Support under Part V1 of the Immigration and Asylum Act
1.						
2.						

**Please note: If you are not in one of the above categories you must provide proof of family income.**

### Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

Name of Person receiving income:	Are you employed	
1.	Yes / No	If yes, please submit Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof

**SECTION 4 – Proof of Income/Benefit Submitted**

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring with this application form to enrolment. *Please tick the ones you are providing.*

Type of Income	Evidence Required	Tick if supplying
<b>Income Support</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Job Seekers Allowance</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Employment Support Allowance</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Incapacity Allowance</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Carer’s allowance</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Any other benefit</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked “2022-23”. Must be for full year and not partial awards (FULL AWARD NOTICE)	
<b>Child Tax Credit</b>	Child Tax Credit Award Notice marked “2022-23”. Must be for full year and not partial award (FULL AWARD NOTICE)	
<b>Universal Credit</b>	Last 3 Months Award Notices	
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid	
<b>Disability Living Allowance</b>	Entitlement/Award letter – dated within the last 3 months	
<b>Any Other Income</b>	Relevant paperwork	

**SECTION 5 – Further Information**

Please give any details below of any other circumstances that you would like us to know about to help with your application.

**SECTION 7 - Declaration**

Please read the declaration below carefully 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 support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the school of any change in my circumstances in writing. 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.

2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student): ..... Date: .....

Signed (Parent or Carer named above): ..... Date: .....