



16-19 Student Bursary Application Form 2018/2019

Please complete all details in full as your application cannot be considered without all the information requested.

If you need further information or help completing the application please contact the 16-19 Bursary Administrator (Kellie Hobbs, Business Manager).

Section 1: Student's Personal Details

Surname:

First Name(s):

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 2: Eligibility for a Guaranteed Bursary

You (the student) will be entitled to receive a bursary of up to £1,200 per year **if you are in any of the categories described below**. Please tick any that apply and submit the relevant evidence, which is listed, to your training provider:

<input type="checkbox"/>	I am a young person who is looked after in local authority care Evidence – confirmation letter from your local authority
<input type="checkbox"/>	I am a young care leaver Evidence – confirmation letter from your local authority
<input type="checkbox"/>	I receive Income Support or Universal Credit because I am financially supporting myself. Evidence – your most recent letter from the Department for Work and Pensions (DWP) regarding receipt of this benefit
<input type="checkbox"/>	I receive Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right. Evidence – confirmation by the DWP of receipt of BOTH allowances

If you have ticked any of the categories above you do not need to fill in Section 3 of this form. Please continue to sections 4 (Bank details) and 5 (Declaration).

Section 3: Eligibility for a Discretionary Bursary

The school will assess your eligibility for the Discretionary 16-19 Bursary in line with its own policies, available funding and your financial need. Please complete the following section as fully as you can, and ask for help if you need it. Your need will be assessed on the information you provide and there is no guarantee that you will be eligible for a Bursary or a guarantee of the level of funding you may receive.

Please consider the questions below:

3.1	Have you ever been in receipt of the Education Maintenance Allowance (EMA)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, in which academic year did you receive this?	20 /	
	How much did you receive each week?		

3.2	Are you eligible for Free School Meals?	<input type="checkbox"/>	<input type="checkbox"/>
	If Yes, please give the date of notification of eligibility.		

3.3	Do you, or your parents that you live with, receive any other means-tested state benefits? Please tick if so.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<p><i>Examples of means-tested state benefits are as follows – NB this list is not exhaustive:</i></p> <p><i>Income support, Income-based Job Seeker's Allowance or Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The Guarantee element of State Pension Credit, Child Tax Credit (not Child Benefit) etc</i></p>		

		You	Parents
3.4	If you answered 'yes' to question 3.3 above, please indicate who receives these benefits?		

If you answered yes to question 3.2 or 3.3 **please provide evidence** of the means-tested benefit. Normally, this will need to be written confirmation/benefit entitlement letter from the relevant Agency, e.g. a letter from the Local Authority confirming your eligibility for Free School Meals / a letter from the Department for Work and Pensions confirming your eligibility for Income Support.

Receipt of a means-tested benefit alone does not guarantee a Discretionary Bursary for your studies.

3.5	If you answered 'no' to question 3.2 and 3.3 above, please provide further information explaining why you need financial support.

3.6	Please provide specific details below to explain what financial assistance is required.	Tick if cost has been incurred (attach receipts)
Type of support required	Details and estimated cost (£)	
Books / Equipment		
Transport		
Meals		
Other miscellaneous items – please specify		

Section 4: Bank Account Details

Full Name of Account Holder:

Name of Bank / Building Society:

Branch:

Sort code:

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Account Number:

Building Society Reference Number (roll number)

Home Address Details:

Section 5: Declaration

I confirm that I have read the 16-19 Bursary Fund Policy/Procedures 2016/17. I confirm the information given on the form is complete and accurate at the time of application and that I will inform the provider immediately of any change in circumstances. I understand that any attempt to dishonestly obtain a Bursary shall be treated as fraud that will be subject to disciplinary procedures.

The person applying for the Bursary is expected to sign the declaration in all cases.

Student's signature

Print name

Date

If you have included evidence that your parent /carer is in receipt of a means-tested benefit they must also sign the declaration.

Parent / carer signature

Print name

Date

Before sending in your application from please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not your application will be returned to you and there will be a delay in any potential Bursary payment made.



2018/19 OFFICIAL SCHOOL USE ONLY

Date application received:	Date application reviewed:	Date application returned to learners (if applicable): Reason: incomplete form / evidence not supplied		
Date application resubmitted (if applicable):	Date resubmitted application reviewed (if applicable):	Assessment		
		Guaranteed	Approved	Tick
			Refused	
			Not Applied For	
		Discretionary	Approved	
			Refused	
Not Applied For				
Rationale for assessment:				
Total value of award and details of bursary awarded:				
Further information including arrangements, schedule and conditions for payments:				
Completed by:		Date:		
		Date student notified		