



Sixth Form 16-19 Bursary Fund Application Form and Financial Assessment 2021-2022

Please read the Sixth Form 16-19 Bursary Fund Policy 2021-2022 before completing this form. The initial deadline for Bursary applications is Wednesday 29th September 2021 to the Sixth Form Office. There is a second deadline for late applications of Friday 22nd October 2021.

Student Details

Surname			
Forenames			
Date of Birth (dd/mm/yy)			
Age at 31 st August 2021		Year & Class	
You must be aged over 16 and under 19 OR over 19 with an EHCP on 31st August 2021 to apply			
How many dependent children (young people aged 18 or below) are in your household, including yourself?			
Distance to be travelled daily between your home address and school			
Method of travel	Car	<input type="checkbox"/>	
	Bus	<input type="checkbox"/>	
	Walk	<input type="checkbox"/>	
	Other (details)		
Are you in receipt of free school meals?	YES		NO
Do you have your own laptop or computer to use at home?	YES		NO
Please list the courses you are studying:			

Contact Details

Home Address	

Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

Parent details

	Person 1	Person 2
Surname		
First name(s)		
Relationship to Learner		
Telephone Number		

Student's Bank or Building Society Account details

Bursary payments will be made into the student's own bank account. Payment may be made to a joint account, as long as the student is one of the account holders.

You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address. Originals will be returned.

Full name of Account Holder <i>(This should be as it appears on your debit card or statement)</i>	
Name of Bank/Building Society	
Branch	
Sort Code	____ / ____ / ____
Account Number	

Your account number may not be the same as your debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure, your bank or building society can advise you.

Bursary Details

*Please tick **one** of the options below*

Bursary for Young People in Defined Vulnerable Groups (Level 1)	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit in my own right and am financial supporting myself and anyone who is dependent upon and living with me	
I am in receipt of Disability Living Allowance or Personal Independent Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right	
Discretionary Bursary (Levels 2 and 3)	
I am in registered to receive free school meals	

My total household income is less than £16,700	
My total household income is between £16,701 and £25,000	

Evidence

Whatever you have declared above must be supported by evidence; these must be **original** documents which will be copied and dealt with in the strictest confidence. All original documents will be returned. The tables below show the evidence you will need to provide with your application form.

Young People in Defined Vulnerable Groups (Level 1)

	Evidence Required	Indicate where provided = ✓
Bank account	Original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address	
In care	Written confirmation of current status from the local authority	
Care leaver	Written confirmation of previous looked after status with dates when in care	
Income Support	Entitlement / Award letter- dated within the last 3 months in your own name	
Universal Credit	Copy of Universal Credit award notice in your own name UC award print out from on-line account Tenancy agreement in your own name Child Benefit receipt Children's birth certificates Utility bill	
DLA/PIP and UC or Employment and Support Allowance	Copy of Universal Credit claim from DWP Evidence of receipt of DLA or PIP UC award print out from on-line account	

Discretionary Bursary (Levels 2 and 3)

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

Person 1	Are you employed?	YES	NO	If yes, please submit P60 for details
Person 2	Are you employed?	YES	NO	If yes, please submit P60 for details

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

	Income Support	Universal Credit	Job Seekers Allowance	Employment Support	Incapacity Benefit	Carer's Allowance	Housing Benefit	Council Tax Benefit
Person 1								
Person 2								

Please tick the relevant boxes to indicate all other income received into the household including any income of the applicant student

Other Income	Working Tax Credit	Child Tax Credit	Child Benefit	Grants or Bursaries etc	Any other income / benefit -please specify
Person 1					
Person 2					

	Evidence Required	Indicate where provided = ✓
Bank account	Original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address	
Annual Salary	P60 for tax year 2020-21, or week 52 (last week in March 2021) payslip or month 12 (March 2021) payslip.	
Self-employment	Evidence of self-employment income (<i>tax year 2020-21</i>)	
Income Support	Entitlement / Award letter- dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter- dated within the last 3 months	
Universal Credit	Award letter AND Monthly award notices for June, July and August 2021	
Employment Support Allowance	Entitlement / Award letter- dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter - dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter - dated within the last 3 months	
Housing Benefit	Entitlement / Award letter- dated within the last 3 months	
Council Tax Benefit	Entitlement / Award letter- dated within the last 3 months	
Any other benefit	Entitlement / Award letter- dated within the last 3 months	
Tax Credit	Tax Credit Award Notice marked "2021-22". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Benefit	Award letter	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement / Award letter- dated within the last 3 months	
Any other income	Relevant paperwork	

Financial Needs Assessment

Please use this section to let us know the type of support you will require in order to participate in your chosen courses of study. You **MUST** complete this section.

		Student to complete this column	
Books	You do not need to say what books you need as these would be provided based on the courses you are studying	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Course-related trips	If you require assistance with any arranged trips, please tell us what trip and the cost		
Interviews / Open days	Please let us know of any planned trips to Universities or Colleges		
Travel	An assessment of cost will be made based on travel answers on page 1	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Meals assistance	Please let us know if do not receive free school meals but require assistance with having meals in school and	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other	Please tell us if you require any other support, you will need to detail what support is required and the cost		

'Support in kind' requests may be provided, this means they would be provided by the school but the cost would be covered by any bursary awarded, this would include such things as books, course-related trips and meals assistance.

Declaration by applicant and parents/carers

Please read **the declaration** below and read **carefully** before signing:

I understand that if I do not fully comply with the Sixth Form Learning Agreement then my bursary may be reduced or withdrawn without notice.

I understand that there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied.

I confirm that, for Level 2 and 3 bursaries, no other income or financial support is available from another household to support the student.

I agree to repay the Academy in full and immediately any sums advanced to me if the information given is shown to be false or deliberately misleading, such as a failure to disclose any or part of income. *(In such cases the matter may be referred to the Department for Education or the Police; the student and parents could face prosecution and the Academy will seek to recover any payments the student is not eligible for).*

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 verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the Academy of any alteration to these details as soon as feasible to do so.

I am aware that the funding covers only this academic 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/carer) _____ **Date** _____

The information on this form will be treated with confidentiality at all times and is covered by the Data Protection legislation. We will only retain your data for as long as necessary, after which time it will be securely destroyed.

For office use only:

Date Received		Ref no.	
Documentation received, copied and returned			
Date Reviewed			
Successful	YES		NO
Bursary amount awarded			