|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | Surname |  | First Name |  |
| Address |  |
|  | Postcode |  |
| Phone/mobile |  | Email |
| Date of BirthDD/MM/YY |  | Age |  | You must be 16, 17 or 18 on 31st August 2025 |
| Have you the right of abode and been resident in the UK for the last 3 years? | Yes |  | No |  |

**Bursary Criteria**

To qualify you must be aged 16 or over and under 19 on 31st August and meet the ESFA’s residency criteria or be aged 19 if you started a course before your birthday or have an EHCP (If in doubt, please ask a member of the Sixth Form Team). The bursary is paid to enable you to study with us and so you will only be eligible if you have a financial need. If the support you require can be provided outside of the bursary fund or it is deemed that your financial needs are met there is a possibility of no bursary support or limited bursary support being awarded. As the bursary is to help you study it will only receive support if your attendance and behaviour meet the required standard and expectations.

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| **Vulnerable Bursary Criteria** To qualify you must fall into one of the categories below and produce the required evidence as stated: |
| Are you **personally** in receipt of Income Support or Universal Credit where you are supporting yourself financially (**for example while living independently**)? (evidence required – Income Support or Universal Credit Statement letter) | Yes |  | No |  |
| Are you a Care Leaver (previously looked after for a period of 13 weeks)? (evidence required – letter from Local Authority) | Yes |  | No |  |
| Currently looked after in care? (evidence required – letter from Local Authority) | Yes |  | No |  |
| Disabled student in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing both ESA and DLA/PIP | Yes |  | No |  |

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| **Discretionary Bursary Criteria** Your household income is one of the criteria which will help us to assess your application. If your **household** income exceeds £40,000 per annum, you will not be eligible for a bursary support if your total household income is below this or special circumstances such as a young carer.  |
| Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary support. |
| P60 |  | Income Support/Universal Credit (Award letter) |  | Wage slips (most recent wage slip) |  |
| Self-employed earnings (official tax return) |  | Other benefits/pension (award letter) |  |  |  |
| Number of dependent children in the household |  |

|  |  |
| --- | --- |
| Other circumstances such as Young Carer (evidence GP letter) |  |

**Course details**

The Bursary Fund is intended to help students with the essential costs of participating in their study programme. Please set out below the full details of your study programme.

|  |  |
| --- | --- |
| Year group |  |
| Qualifications and subjects | 1.2.3.4. |

|  |
| --- |
| **Student request for assistance**The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you believe you will need during the academic year. We understand that this may change during the year and so it can be added to in consultation with us. This information is strictly confidential and will only be used for this assessment purpose.  |
| Assistance Requested– please provide details  |
|  | Please tick | Amount required | Please provide as much detail as possible about what you need |
| * Transport – buses
 |  |  |  |
| * Books to support your curriculum (normally up to £200 per year)
 |  |  |  |
| * Equipment including stationery and subject specific equipment (normally up to £50 per year)
 |  |  |  |
| * Field trips/Educational visits – Curriculum based
* (This will be a proportion of the cost decided on a case-by-case basis but normally up to £400 per year)

\*Please list the trips that relate to your subjects. |  |  |  |
| * Student Railcard to support interviews and open days. (Cost £70)
 |  |  |  |
| * UCAS Application Fee (£28.50)
 |  |  |  |
| * The costs of attending university interviews and open days via public transport (in addition to railcard)

(up to 5 visits per year and normally up to £50 per visit) |  |  |  |
| * Free school meal provision (paid directly to parent pay account) – paid at the set rate and subject to separate eligibility criteria apply
 |  |  |  |
| * Laptop/equipment (loaned by the school)
 |  |  |  |
| * Other
 |  |  |  |
| If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide the information here: |

**Bank account details**

The government guidance for 16-19 bursary makes it clear that it is best practice to pay both vulnerable group and discretionary bursaries to students in-kind rather than in cash as far as possible. Where we make in-kind payments we will explain to you the value of the payments. Where it is necessary for bursary support to be through payments these will be made on a monthly basis to the student’s bank account via BACS transfer.

|  |  |
| --- | --- |
| Name of bank |  |
| Branch |  |
| Student account name/title e.g. Mr J Smith |  |
| Sort code |  |
| Account number |  |

**Student and parent/carer declaration**

1. I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary support, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
2. I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
3. I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour being met, and in line with the 16-19 Bursary Procedure guidance.
4. Bursary contributions will not be made during the school holidays.
5. The bank account details provided must be in the name of the student.
6. When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify the school immediately.
7. I understand that any assistance agreed will contribute towards the costs of completing my education but will not necessarily cover all costs.
8. I will notify the school immediately with any changes to my Bank/Building Society details.
9. I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
10. I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs. (see conditions for detail) and that if I leave any financial support will stop.
11. Any item provided on loan, will be returned upon departure or request from Head of Sixth Form.
12. I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the school, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.
13. I understand that this application process will be repeated for each year of study.
14. I confirm I have read the information provided and I agree to the conditions of this application.
* Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Parent/Carer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FOR OFFICE USE ONLY**Admin**

|  |  |  |
| --- | --- | --- |
| All sections of the form completed and signed?  | Yes | No |
| Evidence supplied and copies attached to the form? | Yes | No |

**Bursary decision**

|  |  |  |
| --- | --- | --- |
| Recommended for bursary | Yes | No |
| Name of reviewer |  |
| Signature of reviewer |  |

**Confirmation of decision**

|  |  |  |
| --- | --- | --- |
| Recommendation confirmed | Yes | No |
| Name of reviewer |  |
| Signature of reviewer |  |

**Details of award**

|  |  |  |
| --- | --- | --- |
| Support requested | Support awarded (first decision) | Support awarded (confirmation) |
| Transport – bus pass |  |  |
| Books |  |  |
| Equipment |  |  |
| curriculum field trips/visits |  |  |
| University interviews/open days |  |  |
| FSM |  |  |
| Laptop loan |  |  |
| Other |  |  |

**Notes** |