**APPLICATION FORM - 16-19** **TRAVEL BURSARY**

The Travel Bursary is for students who live over 5 miles from The King Alfred School - an Academy’s Sixth Form Centre (TA9 3EE).

In order to apply you must read, complete and return this form with accompanying documentation to Miss Louise Harvey in the Sixth Form Administration Office.

Once the application has been reviewed, eligible students will receive a contribution towards bus or train fare of up to £100 per term.

Students will need to complete the application form annually in order to receive this reimbursement & must adhere to the requirements listed on the application form in order to receive it throughout the year.

| **SECTION 1: ELIGIBILITY & PROCESS** |
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| In order to receive the 16-19 Travel Bursary students must meet the following criteria:* Students must complete an application form
* Students residential address must be over 5 miles from postcode TA9 3EE
* Students must provide a screenshot of expected cost each term (Up to £100 per term)
* Provided the above is submitted & eligibility is determined, a BACs transfer of the amount shown on the screenshot will be transferred into the Student’s Bank Account - up to £100 per term.

(A third party account cannot be used)* This amount should then be used by the student towards purchasing the bus / train fares
* Where travelling by train a Discount Railcard **must** be purchased but this cost will be reimbursed within the £100 contribution for Term 1
* Once the fares / travel card have been purchased, receipts **must** be forwarded to Miss Louise Harvey in the Sixth Form Administration Office.

**Failure to submit receipts will mean no further contribution towards travel for following terms.** |

| **SECTION 2: ATTENDANCE AND BEHAVIOUR CONDITIONS** |
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| Payments of the bursary are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour. If a bursary application is successful, to continue to be in receipt of any awarded funds students must have 100% attendance unless any of the following authorised leave in advance occurs:* Medical appointments that cannot be arranged outside school hours (supported by an appointment card)
* Religious festival
* Visit(s) to university for an interview or open day
* Any unpaid work experience placement that is an integral part of your course
* Attendance at the funeral of a relative or close friend
* Study Leave
* Medical evidence for any prolonged illness or absence. If any absence is longer than 4 weeks then bursary will cease to be paid.

If attendance falls below 95% the school reserves the right to withdraw the eligibility for bursary funding. Persistent lateness to lessons may also result in a student’s bursary being withdrawn. Students must arrive at every lesson on time. Punctuality will be determined by the register mark taken at the beginning of each lesson.The school will stop payments where students have been absent for a period of 4 continuous weeks or more (excluding holidays) and where students have decided to withdraw from a study programme.All Sixth Form students must always meet the school’s standards for behaviour or funding may be withdrawn.The school reserves the right to take back money from students where it is not spent for the reasons it was awarded.The school will consider the impact of withdrawing funding on the individual student before taking a final decision to do so, and any decision will be confirmed to the student in writing |

| **SECTION 3: PERSONAL DETAILS OF STUDENT** |
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| First Name |  | Surname |  |
| Date of Birth |  | Phone Number |  |
| Address (inc Postcode) |  |
| Bank Name |  | Sort Code |  |
| A/C Number |  | Name on the Account |  |
| Amount to be Claimed (£) - Term 1: |  | Screenshot attached Y/N: |  |

| **Please note the following important information:*** Please complete all sections of the form and provide us with copies / screenshots as required.

**Your application will not be assessed without the correct copies / screenshots.*** If travelling by train a discount railcard **must** be purchased but this expense will also be reimbursed as part of the £100 in the first term.
* Students will be required to have their own accounts with the bus or train companies in order to receive this bursary.
* BACs payments will be made directly into the student’s own bank account & cannot be made into a third party account.
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| **SECTION 4: DECLARATIONS**  |
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| **Please read the declarations below, tick each statement to confirm your acceptance, and sign below.** | **Tick to Confirm**  |
| I declare that the statements made on this form are to the best of my knowledge true 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 undertake to inform the Sixth Form of any alteration to any of the particulars 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. |  |
| I am aware that the funding covers only this year Sept – July and that I must reapply next year.  |  |
| Where travelling by train, I am aware that a discount railcard must be obtained |  |
| I am aware that both a screenshot (before purchase) & receipts (after purchase) will be required to ensure eligibility for the remainder of the year. |  |
| I understand that if I do not meet behaviour and attendance conditions (part 2) my bursary funding may be withdrawn.  |  |
| Signature of Student  |  |
| Print Name |  |
| Date |  |