**APPLICATION FORM - 16-19 BURSARY FUNDS 2023-24**

Please read the school’s Sixth Form Bursary Policy and return this completed form with accompanying documentation to Miss Louise Harvey in the Sixth Form Administration Office.

This form establishes your eligibility for funding via the 16-19 bursary funds. The form and accompanying evidence will be assessed by the school to confirm your eligibility.

You will then receive a letter notifying you of the amount awarded and the process for accessing the bursary.

| **Please note the following important information:**   * Please read in conjunction with the ESFA’s 16-19 Bursary Fund Guidelines 2023-2024 to ensure you are eligible to apply. * Please complete all sections of the form and provide us with copies of the evidence required.   **Your application will not be assessed without the correct evidence**   * The closing date for applications is **30/09/2023**. If you find yourself in financial hardship after this date, please contact your Learning Mentor. * Payment of all bursaries are dependent on you complying with the requirements as set out in sections 5 & 6. * BACs payments are only made in exceptional circumstances but if made the transfer must be directly into the student’s own bank account. * **All awards are based on actual need and there is the possibility that limited or no award may be given.** |
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| **SECTION 1: PERSONAL DETAILS OF STUDENT** | | | |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Date of Birth |  | Phone Number |  |
| Address |  | | |
| Bank Name |  | Sort Code |  |
| A/C Number |  | Name on the Account |  |

| **SECTION 2: TYPE OF BURSARY BEING APPLIED FOR** | | |
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| Please tick the box for the bursary that you are applying for  (Please refer to the Sixth Form Bursary Policy or current Guidance from ESFA) | | |
| Vulnerable Bursary |  | Please complete sections 3, 5 and 6. |
| Discretionary Bursary |  | Please complete sections 4, 5 and 6. |

| **SECTION 3: BURSARY FOR DEFINED VULNERABLE GROUPS 16 - 19** | | | |
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| Students who meet the criteria, and who have a financial need, can apply for a bursary if they are within one of the defined vulnerable groups.The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.  (Please refer to the Sixth Form Bursary Policy or current Guidance from ESFA)  Students applying for this award should tick the box that applies to them & attach copy of relevant evidence. | | | |
| **Eligibility Criteria** | **Tick if applies** | **Evidence Required** | **Tick if enclosed** |
| Living in care / Care leaver |  | Letter/email from the relevant Local Authority. This must be on headed paper, or from a Local Authority email address. |  |
| Receiving Income Support or Universal Credit because you are supporting yourself |  | Copy of your Income Support award notice or a copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account). |  |
| Receiving Disability Living Allowance in your name and either ESA or Universal Credit |  | Copy of your award notice & a copy of your 3 most recent monthly Universal Credit award statements.  (You should be able to print off details of your award from your online account). |  |
| Receiving Personal Independence Payment (PIP) in your name and either ESA or Universal Credit |  | Copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).  Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided. |  |

| **SECTION 4: DISCRETIONARY 16-19 BURSARY** | | | | | | | |
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| Students who permanently live in a household whose parents/carers receive one or more of the following.  Students applying for this award should tick the box that applies to them & attach copy of relevant evidence.  \*\*The funds available for the Discretionary Bursary are limited & the allocated amount will be determined based on all applications received & individual need. Amounts awarded may vary. | | | | | | | |
| **Name of person receiving the benefit** | **Free School Meals** | **Universal Credit** | **Emp’t Support Allow.** | **Personal**  **Ind.**  **Payment** | **Working Tax**  **Credits** | **Child Tax Credits** | **No benefits & household income <£27k** |
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|  |  |  |  |  |  |  |  |
| *We require documentary evidence if you receive any benefits noted above (photocopies accepted) for an assessment to be made. Further evidence may be required (e.g. bank statements) if the evidence requested is deemed unsatisfactory.* | | | | | | | |
| **Type of Income** | **Evidence Required** | | | | | | **Tick if Enclosed** |
| Universal Credit | Entitlement/Award Letter – dated within the last 3 months\* | | | | | |  |
| Employment Support Allowance |  |
| Personal Independence Payment |  |
| Carer’s Allowance |  |
| Working Tax Credits |  |
| Child Tax Credits | Most recent Child Tax Credit Award Notice ‘Full Award’\* | | | | | |  |
| No benefits & household income <£27k  (Please provide one of the following) | The most recent 3 months’ pay slips | | | | | |  |
| P60 for the 2022/2023 tax year | | | | | |  |
| Evidence of self-employed income, e.g. tax return statement or accountant’s letter | | | | | |  |
| \* Any letter provided to us should be dated within the last 3 months. If your letter is older than 3 months, please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s). | | | | | | | |

| **SECTION 5: 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 to 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 6: 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 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. | | | |  |
| I understand that if I do not meet behaviour and attendance conditions (part 5) my bursary funding may be withdrawn. | | | |  |
| Signature of Student |  | Signature of Parent / Carer |  | |
| Print Name |  | Print Name & Relationship to Student |  | |
| Date |  | Date |  | |

| **SECTION 7: SCHOOL USE ONLY** | | | | |
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| **Criteria** | | | | **Tick if Confirmed** |
| Age eligibility established (see ESFA guidance) | | | |  |
| Education provision eligibility established (see ESFA guidance) | | | |  |
| Residency eligibility established (see ESFA guidance) | | | |  |
| Asylum status established (see ESFA guidance) | | | |  |
| Proof of benefit / income (section 3 and 4 above) established | | | |  |
| Signature of Sixth Form Business Admin |  | Date |  | |
| Print Name |  |  | | |
| Signature of  Head of Sixth Form |  | Date |  | |
| Print Name |  |  | | |