

**CONFIDENTIAL**



## High School Sixth Form

### 16 – 19 Bursary Fund Application Form

Students eligible to receive a bursary must be aged under 19 on the 31<sup>st</sup> of August in the academic year in which they start their programme of study. Please refer to the 16-19 Bursary Guidance Notes to identify whether you may be eligible for this financial support.

If you need any help in completing this form you should contact the Director of Post 16.

You will be required to submit photocopies of any declared benefits or income.

#### Section 1 – Personal Details

Name:	
Tutor Group:	
Date of birth:	
Address:	
Post code:	
Email:	
A Level subjects:	

#### Section 2 - Bank or Building Society Details

To receive payments, you must have a bank account in your own name as the payment will be made to you. If you do not have a bank account, you need to open one before completing this form. Please write in block capitals,

Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (Building society only)	

**Section 3 - Personal Circumstances** (all applications are treated in the strictest confidence)

Part 1 – The Student

	Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?		
Are you in receipt of income support?		
Are you disabled and in receipt of Employment Support Allowance <b>and also</b> Disability Living Allowance?		
Have you been/ or are you in receipt of free school meals this or last academic year?		
None of the above apply to me		

Part 2 – The Household income

The term **'household income'** refers to **the income of the adults in the household who are 'mainly responsible' for the young person applying for the bursary.** For the purposes of the Bursary Fund **an adult is 'mainly responsible' for the young person if she/he lives with them.** The **'household income' does not include the income of the student through part-time employment.**

**Name(s) of adults 'mainly responsible' for the applicant**

**Adult 1** \_\_\_\_\_

**Relationship to student** \_\_\_\_\_

**Adult 2** \_\_\_\_\_

**Relationship to student** \_\_\_\_\_

**Financial Circumstances**

**Please tick the evidence you have enclosed with this form, if you are able to provide any of the following pieces of evidence nothing further will be needed. (Photocopies are sufficient.)**

- Proof of Income Support received by the student
- Proof of being in care, or a care leaver
- Proof of receiving Employment Support Allowance **and** Disability Living Allowance (disabled students only)
- Proof of receiving Free School Meals for the current or previous academic year
- Tax Credit Award Notice (form TC602) for the tax year 2018/19
- P60, or similar if self-employed for the tax year 2018/19

**Please state the income of the adults 'mainly responsible' for the applicant below:**

	Income for the tax year 2017/18
<b>Adult 1</b>	£
<b>Adult 2</b>	£

#### Section 4 – Student Declaration

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform the High School Sixth Form of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. **Fraudulent claims for bursary allocations will be referred to the Police. Students found to have made fraudulent claims will be required to refund all payments received, and will be asked to leave the school.**

In order to facilitate continuity of support, I agree to my details being shared with another provider should I transfer my studies to that provider.

#### Signed

Student \_\_\_\_\_ Date \_\_\_\_\_

Adult 1 \_\_\_\_\_ Date \_\_\_\_\_

Adult 2 \_\_\_\_\_ Date \_\_\_\_\_

#### Procedure

1. Application form to be completed by the student and handed into the Sixth Form Administrator in a named envelope with '**BURSARY APPLICATION**' written on the outside.
2. Please collect a dated receipt from the Sixth Form Student Support Officer.
3. Your application will be assessed by the Director of Post 16.
4. You will then be informed of the decision; reasons will be given for rejection of an application in whole or in part. You may be asked to provide additional information.
5. You are entitled to appeal against any decision in writing to the Headteacher.
6. If a student, who has received financial assistance, leaves before the completion of their course they may be required to repay all or part of their grant.

*In order to ensure that students receive payments from the start of Term 1, application forms and supporting evidence should be submitted to the Director of Post 16, via the Sixth Form Student Support Officer by **Friday 28<sup>th</sup> September 2018**. Students will be given a dated receipt for their application; this should be kept for the student's records. Students will be informed of the result of their applications by the end of Term 1. Payments to successful claimants will be backdated to the first day of term. If a student's circumstances change, students can make applications later in the academic year. In this case the payment of claims will be backdated for either up to 28 days or the date of the change of circumstances, whichever is the shorter period of time.*

**For Office Use only**

Name			
Tutor Group		Date of Birth	

		Initials
Date received		
Receipt given		
Bank details	Checked and logged onto BACs system	
Evidence received and seen	Proof of Income Support received by the student	
	Proof of being in care, or a care leaver	
	Proof of receiving Employment Support Allowance <b>and</b> Disability Living Allowance (disabled students only)	
	Proof of receiving Free School Meals for the current or previous academic year	
	Tax Credit Award Notice (form TC602) for the tax year 2016/17	
	P60, or similar if self-employed for the tax year 2016/17	
Result of application	Authorised/Not authorised	
Weekly payment (if applicable)		
Start date for payments (if applicable)		
Appeal 1 Director of Post 16		
Appeal 2 Headteacher		
Appeal 3 Chair of Governors		
Appeal 4 Gloucestershire Bursary Committee		