



Bidwell Brook School

16-19 Bursary Fund Application Form 2015/2016

All applications will be treated with the strictest confidence

Please ensure that all relevant evidence is sent in with the form and return for the attention of Lynne Williams

Section 1: Personal Details:-

Student's Full name and title:

Date of Birth.

Year Group:

Reg Group

Your Name:

Address:

Main Telephone:

Relationship to Student:

Section 2: Bursary Information

There are two types of Bursary Award:-. Guaranteed Bursary and Discretionary Bursary

Please read the eligibility criteria for Section 3 and complete only if it applies to your circumstances. If the eligibility criteria for Section 3 do not apply you will need to complete Section 4 and fill out one of the three boxes that apply to your personal circumstances

Section 3: Guaranteed Bursarys are available to students who are aged over 16 and under 19 at 31st August 2015 and fit in to one of the following categories.

Please tick:-

- In care or a care leaver
- Are in receipt of Income Support or Universal credit in their own right
- Are in receipt of **both** Employment Support Allowance **and** also Disability Living Allowance or Personal Independence Payments in their own right

Payment will be made either in direct reimbursement of, or as payment in kind of, equipment purchases or costs relating to transport or other activity or course costs. Payments will only be made directly to bank accounts in exceptional circumstances where costs have already been incurred on agreed items and appropriate evidence can be produced. This must be agreed in advance with the School. Please note that any equipment purchased for the young person remains the property of Bidwell Brook School and must be returned to the school at the end of the period of study. **There are exceptional cases where a young person is eligible for a vulnerable group bursary, but their financial needs are entirely catered for or there are no relevant costs. In these circumstances Bursary Funding will not be paid. Examples:**

- where a young person is attending specialist residential provision where all costs are covered
- where there are no eligible travel, equipment or other costs involved with their course of study
- where a young person is in local authority care and their costs are covered

Now go straight to Section 5

Section 4:1 Discretionary Funding -Target Group 1 – Parent(s) or carer(s) in this category will be eligible for payment of transport costs under our service level agreement with Devon County Council.

If sufficient funds are available then additional requests for areas of funding **may** be met

Is the young person or are you as parent (s) or carer(s), in receipt of one or more of the following benefits (*Please tick which of the following criteria apply*)

- Eligibility for Free School Meals
- Income Support or Universal Credit
- Income Based Jobseekers Allowance
- Employment Support Allowance (Income related)
- Support under the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- The maximum level of Working Tax Credit (WTC)
- Child Tax Credit if it is the only benefit received and gross annual income does not exceed £16,190

N.B enclose evidence of receipt of benefits (except for FSM data which schools are able to confirm)

If the above criteria apply to you, under our Service Level Agreement with DCC Transport department, the cost of transport will be invoiced directly to us.

Enclose proof of income and/or benefits and state below what areas of funding you would like to apply for by completing section 5

Section 4:2 (continued) Discretionary Funding -Target Group 2 - Parent(s) or carer(s) in this category may be eligible for assistance if funding levels allow

Are you as parent(s) or carer(s) not in receipt of benefits above but are employed or self-employed with a gross household income of less than £25,000

Please enclose proof of income and/or benefits and state below what areas of funding you would like to apply for by completing section 5

Section 4:3 (continued) Discretionary Funding Target Group 3 -Parent(s) or carer(s) in this category may be eligible for assistance if funding levels allow

Are you as parent(s) or carer(s) not in receipt of the above benefits but are employed or self-employed with a gross household income of more than £25,000 but extenuating circumstances apply and you are experiencing financial hardship (high number of dependent children etc – please complete Section 6 below or enclose a separate letter F.A.O the Headteacher

 Yes

Please enclose proof of income and/or benefits and state below what areas of funding you would like to apply for by completing section 5

Section 5 – Funding Requests		
Expense	Details	Amount Requested
School Transport		£
Snack and Cooking		£
Specialist Equipment		£
Communication Aids/ Assistive Technology		£
School Meals		£
Trips and Activities		£
Other Costs (Please Specify)		£
TOTAL AMOUNT REQUESTED		£

Now Sign in Section 7 and complete section 6 if you wish to provide additional information

Section 5:2: For Completion only by Course Tutor	
Identified areas for Bursary Funding	
Name of Pupil:	Course Tutor:
Please give brief details of activities, equipment or study costs associated with the course of study which may be put forward for application for Bursary funding	

Section 6: Additional Information *Please use this space here to give us any additional information to support your application:*

Section 7 Declaration:

I declare that the information I have given is correct at the time of application and I will notify the School Office of any change of circumstances. I understand that payment of my Bursary is linked to attendance and may be reduced or withheld if attendance is not satisfactory.

Signature: Name:

Relationship to Student: Date:

For office use only:

Date Received:

Date Heard:

Application Approved Yes / No / Partial

Amount agreed:

Justification for award/Notes:

Signed:

PRINT NAME:

Position: