



Application Form for 16-19 Bursary
Academic Year September 2018 to July 2019

Students must be in Year 12,13 or 14 from September 2018 to be eligible to apply.

Name of Student : _____

Date of Birth: _____

Please tick which Bursary you are applying for:-

1. Vulnerable Bursary Award:

Please check carefully against the following criteria - please tick below which category applies :-

- Young person in Care
- Care Leaver
- Young Person in receipt of **both** Employment Support Allowance or Universal Credit in their own right **and** Disability Living Allowance or personal Independence payments in their own right
- Please provide copies of any documents or letters which prove care status or evidence of receipts of benefits.**
- Please note that families will lose eligibility for child benefit if ESA is claimed.**

2. Discretionary Bursary Award

If applying for the Discretionary Bursary please tick below which benefits apply to the family household :-

- Free School Meals
- Income Support
- Income Based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- The maximum level of Working Tax Credit (WTC)
- Child Tax Credit where it is the only benefit received and annual income, as assessed by the Inland Revenue does not exceed £16,190
- None of the above but family experience financial hardship

N.B All Applications, except where students are eligible for free school meals, must provide evidence of benefits and evidence of annual household income (P60 or annual statement of Tax Credits etc) – without these your application cannot be processed.

Families wishing to demonstrate financial hardship but not in receipt of any benefits should send in detail of annual household income and may also attach a letter of explanation giving as much detail as possible as to why they think they should be eligible for a discretionary award.

Method of Payment

Payments will be made only as direct reimbursement of, or as payment in kind of, equipment purchases or other applicable costs. Only under exceptional circumstances will payments be made directly to bank accounts. This may be in instances where costs have already been incurred on agreed items and appropriate evidence can be produced.

PLEASE TURN OVER AND COMPLETE THE REAR OF THE FORM

May 2017

Please tick below and add any detail of what costs you would like assistance with

Expense	Details	Amount Requested
<input type="checkbox"/> School Transport	e.g whole or part year	£
<input type="checkbox"/> School Meals		£
<input type="checkbox"/> Snack and Cooking		£
<input type="checkbox"/> Communication Aids/Ipad/Other		£
<input type="checkbox"/> Trips and Activities		£
<input type="checkbox"/> Other Costs (Please Specify)		£
TOTAL AMOUNT REQUESTED		£

Equipment Purchases

Please note that any equipment purchased under the Bursary scheme remains the property of the school and must be returned at the end of the period of study.

No items will be purchased or reimbursements authorised unless a request has been made in writing. If you need help completing this form please contact your child's class teacher.

The maximum amount of funding awarded for students eligible for the vulnerable bursary is £1200 Discretionary awards are usually in the range of £600, but will depend upon the number of applications received, available funding and individual circumstances.

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

Signed: Parent / Carer: _____ Parent / Carer PRINT NAME: _____

For office use only:	
Date Received:	Date Heard:
Application Approved Yes / No / Partial	Amount agreed:
Justification for award: _____	

Signed:	PRINT NAME: Position: