**Student Bursary Application 2023/2024**

The 16-19 Bursary is a government fund allocated to schools to help students who might struggle with the cost of full time education. If you wish to apply for a student bursary please complete the following application form. We are unfortunately unable to process incomplete applications (which include forms with missing supporting evidence), so please check with Mrs Ivory-Webb (Business Manager) if you are unsure.

The deadline for initial applications is 30th September, to enable us to assess financial need across the Sixth Form. However, we do consider bursary applications throughout the year. **Students also need to re-apply every academic year for the bursary fund**

Every applicant is required to complete sections 1, 2,3,4 & 5. Before submitting your application, please see the checklist on the last page to ensure you have included everything you need to. Where you see this symbol \* it means you need to provide some evidence with your application

Please return the completed form and supporting documentation.to the Sixth Form Office (marked Private and Confidential and addressed to the School Business Manager). Students will be notified in writing once their application has been given consideration. Application to the bursary is not a guarantee of award.

**SECTION 1: STUDENT DETAILS**

**To be completed by the student**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Full Name |  | | |
| Student’s Date of Birth |  | | |
| Tutor Group (if known) |  | | |
| E-mail address |  | | |
| Please indicate if you have received free school meals in the past year | | YES | NO |
| Are you currently in care? | | YES | NO |
| Have you recently left care? | | YES | NO |
| Are you currently receiving any of the following in your own name?   * Income Support or Universal Credit * Employment and Support allowance * Disability Living or Personal Independence Payment | | YES | NO |
| Do you pay for travel to school? | | YES | NO |
| If you answered yes to the previous question, please state  the amount per day/week or month. | | £ | |

**SECTION 2: PARENT/GUARDIAN FINANCIAL INFORMATION**

**To be completed by the parent/guardian**

|  |  |
| --- | --- |
| Relationship to Applicant |  |
| Full Name |  |
| Home Phone |  |
| Mobile Phone |  |
| What was your total household income for the Tax Year 2021-22? | £ |
| My household is in receipt of \*:  (Please provide evidence of all that apply):   * Salary from Employment * Income from Self Employment * Income Support /Universal Credit * Jobseekers Allowance * Employment Support Allowance * Child Tax Credit (provided the parent is not entitled to Working Tax Credit) * Council Tax Benefit * Housing Benefit * Disability Living Allowance * Guaranteed element of State Pension Credit |  |

\*Please note we will need to see recent evidence of benefits and proof of income

**SECTION 3: Residential Status:**

|  |  |
| --- | --- |
| Please circle to confirm your residential status in the UK | |
| 1. UK or EU/EEA citizen and have lived in UK for at least 3 years | 1. Settled Status/Indefinite Leave to Remain /Right to Abode in the UK |
| 1. Refugee or Humanitarian Protection | 1. Asylum Seeker |
| If you have circled box 2,3 or 4 you must provide Home Office letter or passport to prove your residency status | |

**SECTION 4: Additional Information**

|  |
| --- |
| Please use this section to provide any additional details you would like to raise when considering your son’s application |

**Declaration**

I confirm that to the best of my knowledge and belief, the information I have provided is true and complete.

|  |  |
| --- | --- |
| Parent/guardian signature |  |
| Student signature |  |

**SECTION 5: Checklist**

|  |  |
| --- | --- |
| **Have you ……** | **** |
| Completed all sections of the application form |  |
| Enclosed evidence of living in care/care leaver (if applicable) |  |
| Enclosed recent evidence of 3 consecutive months /4 consecutive weeks payslips (if applicable) |  |
| Enclosed most recent set of accounts for Self-Employment (if applicable) |  |
| Enclosed recent evidence of benefits (if applicable) |  |
| Enclosed your most recent Tax Credit award Notice (if applicable) |  |
| Enclosed your passport or Home Office letter to prove residential status (if applicable) |  |

**Please mark your application for the attention of Mrs D Ivory-Webb, School Business Manager, and include all supporting evidence. Thank you.**