

# 16 - 19 Bursary Fund Application Form

## SECTION 1 - Student Details

First Names:	Surname
Date of Birth:	Age:
Email:	Mobile Telephone Number:
Permanent address:	Post Code:
Have you lived in the UK for the past three years? YES/NO	If not, where else have you lived? Please give dates.
Do you completely support yourself financially (including all bills) or live independently? YES/NO	How many siblings under the age of 18 live permanently at the address given above? 0 / 1 / 2 / 3 / 4 / 5+
Are you enrolled at any other school/college? YES/NO	Current year of course: Year 1 / Year 2 / Year 3

## SECTION 2 - Student Bank/Building Society Details (for your application to be processed, you must have a bank or building society account in your own name, that will accept BACS payments.

Name of Account Holder:	
Name of Bank:	
Sort Code and account number:	

## SECTION 3 - Which bursary are you applying for? (please read the Bursary Fund Information document and tick the relevant box)

Full 16 - 19 Bursary (vulnerable student bursary) - Please complete sections 4, 6, 7, 8 and the declaration	
Discretionary 16 - 19 Bursary - please complete sections 5, 6, 7, 8 and the declaration	

## SECTION 4 - Full 16 - 19 Vulnerable Student bursary (the student should tick the box that applies to them)

I am living in care (please provide written confirmation from your social worker, key worker or local authority of your current looked after status.)	
I am a care leaver (please provide written confirmation from the local authority that looked after you or provided your care services)	
I am in receipt of Income Support or Universal Credit in my own name (evidence is required, and must confirm that you can be in further education)	
I am in receipt of Employment Support Allowance AND also in receipt of Personal Independence Payments in my own name (a copy of your UC claim confirming which ESA group you've been placed in is required)	

## SECTION 5 - Discretionary 16 - 19 bursary (the student who is applying for this award should tick the relevant box below)

Priority group 1	I am a student living permanently in a household where the gross annual income is £25,000 or less (excluding benefits).	
Priority group 2	I am a student living permanently in a household where the gross annual income is more than £25,000 but equal to or less than £30,000 (excluding benefits).	
Priority group 3	I am a student living permanently in a household where the gross annual income is more than £30,000 but equal to or less than £32,000 (excluding benefits), and work/child tax credit or Universal Credit is being provided.	
Priority group 4	I am a student who has an extreme financial problem, for example a specific education or independent living cost which cannot be met	

If you are applying under priority group 4, please detail below the reason you are applying for support

One-off amount required:
Regular amount required, and frequency:

### SECTION 6 - Proof of Income

Your declaration in Section 4 or 5 must be backed up by evidence in order for your application to be processed. Where possible, please provide photocopies rather than originals.

Parent/Carer 1 Name:		Parent/Carer 2 Name:	
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**\*All relevant documents below must be provided:\***

Type of Income	Evidence Required	Tick if enclosed	
		Parent/Carer 1	Parent/Carer 2
P60	Most recent document		
Universal Credit	The three most recent Monthly Award notices, clearly showing any deductions and the amount of Universal Credit after deductions		
Tax Credit	Most up to date Tax Credit Award notice (T602) detailing entitlement to Working Tax Credits or Child Tax Credits		
Child Support Maintenance	Relevant evidence - most recent		
Any other income (eg income from pensions, shares, investments, trusts, dividends etc)	Relevant paperwork - dated within the last 6 months		
Payslips	Three most recent payslips - for student and all parent(s)/carer(s)		

### SECTION 7 - Household Income

	Parent/Carer 1	Parent/Carer 2	Self (student)
Annual Salary (Before tax)	£	£	

If you or your parent(s)/guardian(s) are in receipt of any benefits, please tell us which ones they receive. ALL applicants must provide evidence of benefits/universal credit at the time of application.

Total of benefits/universal credit received by the household each week	£
Please tell us which benefits are received into the household:	
Any other income (including child maintenance)	£
Please state type of income:	

## SECTION 8 - Further Information

Please give details of any other circumstances that you would like us to know about in support of your application.

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## Declaration and Agreement

Please carefully read the Declaration and Agreement below before signing:

1. I/We confirm that the statements made on this form are true and, to the best of my/our knowledge and belief, are correct
2. I/We undertake to supply any additional information that may be required to support this application and the details given, and understand that if I/we refuse to do so then the application will not be accepted
3. I/We undertake to inform xxxxxx, in writing, of any changes to my/our circumstances or to the information provided on this form, and understand that this could lead to a change in my bursary award
4. I/We agree to repay xxxxx in full, and immediately, any monies paid if any of the information I/We have given is found to be either false or misleading. I/We also understand that no further payments would be made if any of the information I/We have given is found to be either false or misleading. I/We also understand that giving false information may result in a referral to the police with the possibility of the student and/or their family facing prosecution.
5. I/We understand that any award made is conditional upon the student's excellent attendance (95%), progress, attitude to learning (scores of always or often) and behaviour. Claims may be rejected if the student fails to maintain excellent attendance; regularly fails to meet target grades; has an Attitude to Learning Score of sometimes or rarely; fails to comply with our Behaviour Policy (displayed on our website) and/or displays any behaviour which falls below the expectations of the College.
6. I/We understand that all absences for sickness must be notified by a parent/carer, stating the reason for absence, to either The Absence Line on 01403 787283 or by emailing [sixthformoffice@theweald.org.uk](mailto:sixthformoffice@theweald.org.uk) Students must complete and submit an Absence Request Form, signed by a parent/carer for any absence known about in advance (eg medical appointments, driving tests, university open days). Unauthorised absence or arriving at registration and/or lessons late may result in claims being rejected.
7. I/We understand that all monies will be paid direct to the student, who must have a bank account in their own name
8. I/we understand that all claims must be made on the Discretionary Bursary Fund Claim Form, and that original receipts must be submitted for the full amount of any payments which are claimed, unless the college is paying for items directly
9. I/we understand that the information given on this form may be stored electronically and processed in accordance with Data Protection Legislation
10. I/we agree that any award made under either the Full or Discretionary Bursary scheme only covers this academic year, that I/we must apply again next year and that there is no guarantee that funding will be made available for future years

Signed (student):	Date:
Signed (parent/carer 1):	Date:
Signed (parent/carer 2):	Date:

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Date Received:	
Assessed by:	
<p>Financial calculation: eg UC claim x 3 total Divide by 3 to give monthly average Multiply by 12 to give an annual average</p>	
<p>Details of Bursary Award, including priority group. Detail if £4 per day is to be added to canteen.</p>	
Vulnerable Student Bursary Awarded?	Yes/No
Discretionary Bursary Awarded?	Yes/No
Authorised by:	
Date of Authorisation:	