

## BURSARY APPLICATION FORM

For learners aged 16-18 on 31 August 2021

Academic Year 2021-2022

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.  
Answer all of the questions required – enter N/A, NO or NIL where appropriate.  
Make sure you sign and date the application on page 3

### Section 1: Your Personal Details

Your first names (in full)

Your surname (in full)

Academy Name, Year Group and  
Form

Your date of birth

 /  / 

Gender M/F

Your home address

  

Post code:

### Section 1 (a) Bank details for payments

Bank

Sort Code

  

Account number

       

### Section 2 (a): About the other people living in your home

Surname

First Name (s)

Relationship to you











**Section 2 (b):** How many brothers/sisters live with you (under the age of 18 and unwaged)

### Section 3: Learner Status

|   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| I am in receipt of Disability Living Allowance or Personal Independence Payments                  | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in receipt of income Support or Universal Credit   | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in care/classed as a 'looked after child' by the Local Authority                             | <input type="checkbox"/> | <input type="checkbox"/> |
| I have been in care and am now classed as a 'care leaver'   | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in receipt of Employment Support   | <input type="checkbox"/> | <input type="checkbox"/> |
| I am in receipt of Free School Meals  | <input type="checkbox"/> | <input type="checkbox"/> |
| I am living at home where there is a gross annual household income of between £16,190 and £31,500 | <input type="checkbox"/> | <input type="checkbox"/> |

### Section 4: Household Income – to be completed by parent(s) / carer(s)

|  | Parent / Carer (1) | Parent / Carer (2) |
|--|--------------------|--------------------|
| <b>Please enter names:</b>   |                    |                    |
| Employment income (please provide latest P60)  |                    |                    |
| Self-employment income (please provide tax return)   |                    |                    |
| Income from savings, shares, investments, trusts, dividends, etc.<br>(please provide official evidence)                                  |                    |                    |
| Pension income (please provide latest P60)   |                    |                    |
| Any other household income (please provide evidence)   |                    |                    |
| Tax Credit (please provide official evidence)  |                    |                    |
| Child Support Maintenance (please provide evidence)  |                    |                    |
| Other benefits – please specify<br>.....   |                    |                    |
| <i>Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined.</i> |                    |                    |

## Section 5: Learner and Parent(s) / Carer(s) Declaration

The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the Sixth Form Centre of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment will be monitored and if I leave without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

I / the student understand that any bursary payments I receive must be used to support me participate in 16-19 education (e.g. transport, essential educational equipment). I / the student understand that I may be asked to provide proof of my spending.

I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds.

Payments can only be made to students who have met the following conditions:

- Attend ALL lessons
- Attend the tutor times you are required to each week
- Attend ALL your classed punctually
- Maintain effort scores of an average of 2 on AP checks score no lower than 2 on effort scores

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

|                                       |  |             |  |
|---------------------------------------|--|-------------|--|
| <b>Student signature</b>              |  | <b>Date</b> |  |
| <b>Parent(s) / carer(s) signature</b> |  | <b>Date</b> |  |

**Section 6: Proof of Income / Benefit**

To support your application, you must submit evidence to support your claim. Please tick the relevant boxes.

| <b>TYPE OF INCOME</b>  | <b>EVIDENCE REQUIRED</b>  | <b>Tick if supplying</b> |
|--|---|--------------------------|
| Annual salary  | P60 for tax year 2020-2021, or last week of March 2021 payslip or month 12 (March 2021) payslip or Working Tax Credit Award Notice marked 2021-2022 |                          |
| Income Support   | Entitlement / Award letter  |                          |
| Universal Credit   | Entitlement / Award letter  |                          |
| Job Seekers Allowance  | Entitlement / Award letter  |                          |
| Employment Support Allowance                                   | Entitlement / Award letter  |                          |
| Incapacity Allowance   | Entitlement / Award letter  |                          |
| Carer's Allowance  | Entitlement / Award letter  |                          |
| Any Other Benefit  | Entitlement / Award letter  |                          |
| Working Tax Credit   | Working Tax Credit Award Notice marked 2021-22. Must be for full year and not partial awards (Full Award Notice)                                    |                          |
| Child Tax Credit   | Child Tax Credit Award Notice marked 2021-22. Must be for full year and not partial awards (Full Award Notice)                                      |                          |
| Grant or Bursaries   | Relevant paperwork detailing entitlement and amount paid  |                          |
| Disability Living Allowance and Personal Independence Payments | Entitlement / Award letter  |                          |
| Any Other Income   | Relevant paperwork detailing entitlement and amount paid  |                          |