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|  | **BURSARY APPLICATION FORM**For learners aged 16-18 on 31 August 2023**Academic Year 2023-2024** |

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| 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 |

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| **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** |  |  |  |  |  |  |  |  |  |
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| **Section 2 (a): About the other people living in your home** |
| Surname | First Name (s) | Relationship to you |  |
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| **Section 2 (b):** How many brothers/sisters live with you (under the age of 18 and unwaged) |  |
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| **Section 3: Learner Status** |
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|  | **Yes** | **No** |
| I am in receipt of Disability Living Allowance (DLA) in my name |  |  |
| I am in receipt of Personal Independence Payment (PIP) in my name |  |  |
| I get Income Support because I’m financially supporting myself |  |  |
| I get Universal Credit because I’m financially supporting myself |  |  |
| I get Employment and Support Allowance (ESA) |  |  |
| I am in care/classed as a ‘looked after child’ by the Local Authority |  |  |
| I have been in care and am now classed as a ‘care leaver’ |  |  |
| I am in receipt of Free School Meals |  |  |
| I have an Education, Health and Care Plan (EHCP) |  |  |
| I am living at home where there is a gross annual household income of between £16,190 and £31,500 |  |  |

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| **Section 4: Household Income – to be completed by parent(s) / carer(s)** |
|  | **Parent / Carer (1)** | **Parent / Carer (2)** |
| **Please enter names:** |  |  |
| Employment income (please provide latest P60) |  |  |
| Self-employment income (please provide tax return) |  |  |
| Income from savings, shares, investments, trusts, dividends, etc. (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………………………………………………………………………………………*Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined.* |  |  |

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| **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 National C of E Academy 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. travel, 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. |
| **Student signature** |  | **Date** |  |
| **Parent(s) / carer(s) signature** |  | **Date** |  |
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| **Section 6: Proof of Income / Benefit****To support your application, you must submit evidence to support your claim. Please tick the relevant boxes.** |
| **TYPE OF INCOME** | **EVIDENCE REQUIRED** | **Tick if supplying** |
| Annual salary | P60 for tax year 2022-2023, or last week of March 2023 payslip or month 12 (March 2023) payslip or Working Tax Credit Award Notice marked 2023-2024 |  |
| 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 2023-24. Must be for full year and not partial awards (Full Award Notice) |  |
| Child Tax Credit | Child Tax Credit Award Notice marked 2023-24. 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 |  |