

## 16 to 19 Bursary Fund Application: Discretionary Bursary

Discretionary Bursary: for students from lower income households where support is necessary to overcome financial barriers and enable participation. This would typically include students from households in receipt of benefits OR students with an identifiable financial need.

### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			
Email address:			

I wish to claim support from the 16 to 19 discretionary bursary fund, and I provide the following information as evidence of <b>my household circumstances</b> (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. <b>Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.</b>	
	<i>Tick as appropriate</i>
Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.	
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.	
P60 or 2 months' pay slips or 4 weekly slips dated within 3 months.	
Audited accounts or official tax return or tax credits showing self-employed income.	
Pension – official letter showing an ongoing pension.	
Council Tax Reduction – all pages of an official letter showing ongoing benefit.	
Child Tax Credit and Income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.	
Entitlement to any other benefits – housing benefit etc	
Details of any other income / earnings	
Other relevant evidence relating to household income or circumstances (please specify), e.g. in receipt of free school meals in Year 11, number of dependent children etc.	



Information provided is for this purpose only and will be treated in the strictest confidence.	
Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g. travel, essential books, equipment or specialist clothing (such as protective overalls, for example).	Cost
Total costs applicable:	£

**NB: For audit purposes all receipts, invoices, etc must be filed with this claim to verify payment.**

<p><b>I confirm that I have read the attached guidance, and the information provided on this form is correct.</b></p> <p><b>I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action.</b></p> <p><b>I understand that I may have to repay part or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.</b></p> <p><b>I confirm I consider myself / my child to be in financial need.</b></p>	
Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by the student)**

<p><b>Student Bank/Building Society Details</b></p> <p>To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form</p>			
Name of Account Holder:			
Name of Bank:			
Branch Address:			
Account Number:		Sort Code:	



Please note that if your application for the 16 to 19 Bursary Fund is unsuccessful these details will be shredded. For those that are successful, these details will be kept securely and confidentially.

**Section C (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the full bursary and have placed copies on the student's files.	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	
Actions agreed to reimburse student:	
Administrator name and signature:	Date:
Finance authorisation:	Date:

