

16-19 Bursary Application Form

This application form is to request to receive financial support from The Sittingbourne School 16-19 Bursary.

You will have been provided with a copy of the 16-19 Bursary Policy to accompany this application form. Please carefully read and complete the below form before returning it to Mrs C Heed with all supporting documentation, as requested in the form.

Section 1: Student Information

Forename:	
Middle Name/Names	
Surname:	
Date of Birth:	
Home address or main residence:	
Do you live at home or with a parent/guardian/carer?	
Email address:	
Contact number:	

Section 2: Parent/Guardian/Carer Information

I am applying as a financially independent student, and therefore I do not need to complete this section.	Yes / No
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Adult 1:

Forename:	
Middle Name/Names	
Surname:	
Date of Birth:	
Home address or main residence:	
Email address:	
Contact number:	
Relationship to Student:	

Adult 2:

Forename:	
Middle Name/Names	
Surname:	
Date of Birth:	
Home address or main residence:	
Email address:	
Contact number:	
Relationship to Student:	

Section 3: Bank Details

In order to make payment of the bursary we require bank account details. We can have separate bank details to separate out funds paid towards both the student and parent/guardian/carer.

In exceptional cases we may be able to pay some bursary funds in cash, but this is strictly on a need by need basis, and will be reviewed each time a request for bursary is made.

Account Number:	
Sort Code:	
Bank Name:	
Name of Account holder/s	

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Sort Code:	
Bank Name:	
Name of Account holder/s	

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you

Section 4: Vulnerable Bursary

Please see guidance on the definition of vulnerable bursary as prescribed by the ESFA - Education and Skills Funding Agency.

- I believe I am eligible for the vulnerable bursary, and therefore I will complete the declarations below and provide all of the supporting documentation to evidence this.
- I am not eligible for the vulnerable and have moved onto section 5 for the discretionary bursary.

I am:

- In care.
- A care leaver.
- Receiving Income Support (IS), or Universal Credit (UC) as I am financially supporting myself, or financially supporting myself and someone who is dependent on me and living with me, such as a child or partner
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance (ESA) or UC in my own right.

Evidence required and provided by yourself:

Please provide written confirmation of your current or previous looked after status from the relevant local authority

Or

Please provide a letter from DWP (Department of Work & Pensions) stating the benefit you the learner are in receipt of.

Evidence supplied:

Section 5: Discretionary Bursary

Annual Household Income	£
Number of financial dependents (not including any partners) e.g. children or parents	

Adult 1 - Evidence of Income

	<u>Supplied</u> <u>Y/N</u>	<u>Evidence needed</u>
Wage/Pay slip		Covering the last 3 months
P60		From the most recent end of tax year.
Tax return - self employed		Most recent tax return.
Audited accounts - self employed		Most recent audited accounts.
Pension - state and/or private		Most recent award letter
Universal credit		Most recent award letter
Income Support		Within the last 6 months
Jobseekers' Allowance		Within the last 6 months
Employment Support Allowance		Within the last 6 months
Working / Child Tax Credit		Within the last 6 months
Disability Living Allowance		Within the last 6 months
Personal Independence Payments		Within the last 6 months
Other income - rental income, bank interest, share dividends.		Letters, bank statements etc

Adult 2 - Evidence of Income

	<u>Supplied</u> <u>Y/N</u>	<u>Evidence needed</u>
Wage/Pay slip		Covering the last 3 months
P60		From the most recent end of tax year.
Tax return - self employed		Most recent tax return.
Audited accounts - self employed		Most recent audited accounts.
Pension - state and/or private		Most recent award letter
Universal credit		Most recent award letter
Income Support		Within the last 6 months
Jobseekers' Allowance		Within the last 6 months
Employment Support Allowance		Within the last 6 months
Working / Child Tax Credit		Within the last 6 months
Disability Living Allowance		Within the last 6 months
Personal Independence Payments		Within the last 6 months
Other income - rental income, bank interest, share dividends.		Letters, bank statements etc

Section 6: Financial Support Requested

Please detail below the financial support requested. Giving a brief description of the request, along with an estimated annual value and any supporting documentation you wish to provide.

Further details of the allocation of the discretionary bursary are covered within the 16-19 Bursary Policy that is provided by the school.

Request Category	Estimated Annual Cost	Brief description
Transport to enable school attendance		
Specialist books and equipment		
University open days and interviews		
Educational trips relevant to courses		
Meals		

If you have any further requests not covered by the categories above please explain them below with a detailed description.

Request Category	Estimated Annual Cost	Detailed Description

Section 7: Declarations

1. I/We have read and understood the bursary policy supplied with this application form.
2. I/We confirm that the details I/we have given in the application form are true and accurate.
3. I/We understand that should the student leave the school I/they will not be eligible to receive further payments and overpayments may have to be repaid.
4. I/We understand that if I have any unauthorised absences throughout the school day and / or behaviour falls below acceptable standards so that parent / carer has to be called into school, funding may be removed.
5. I/We understand that funding covers only this academic year, and that I/we must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
6. I/We take full responsibility for informing the school immediately should my/our financial status change.
7. I/We confirm that we meet the residency criteria detailed in appendix A of the application form, and have provided supporting documentation.

	UK Resident	Evidence Provided
Student	Yes / No	Yes / No
Parent/Guardian/Carer Signature	Yes / No	Yes / No
Parent/Guardian/Carer Signature	Yes / No	Yes / No

Parent/Guardian/Carer Signature	
Print Name	
Date	

Parent/Guardian/Carer Signature	
Print Name	
Date	

Student Signature	
Print Name	
Date	