

SIXTH FORM BURSARY FUND APPLICATION FORM

Section One – Applicant Information

Student Details

Surname/Family Name	
First Name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31 August	
	<ul style="list-style-type: none">You must be at least 16 years old but under 19 on 31 August (Year of sixth form entry as Year 12 student) to apply.

Address Details

Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
E-mail Address	

Bank or Building Society Account Details

The account details provided must be held by the bursary applicant (student).
Please provide the name as it appears on your debit card or statement.

Full Name of Account Holder	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

Section Two – Bursary Selection

In this section you need to indicate which bursary awards you wish your application to be considered against by ticking the appropriate box. Details of what evidence you will be required to supply to support your application is also included here. This evidence must be attached to your application on submission.

Please follow the instructions and complete any further sections of this document as instructed.

Vulnerable Bursary Award

I wish my application to be considered under the Vulnerable Bursary.

Please tick one of the following:

- I am a young person in care
- I am a young care leaver
- I am a young person on Income Support or Universal Credit
- I am a young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).

In support of my application I enclose:

- A) Written confirmation of my current, or previous, looked-after status including details of support already provided from the Local Authority who looked after me, or who provided my leaving care services
- or
- B) A copy of my Award letter confirming that I am in receipt of Income Support or Universal Credit or Employment Support Allowance and Disability Living Allowance

Further clarification of information provided may be requested.

Now complete Section Four and Five of this form.

Discretionary Bursary Award

I wish my application to be considered under the Discretionary Bursary.

Please tick one of the following:

- I am a young person who has a total household income of less than £16,190 applying for a Discretionary Bursary Award (Free school meals claimed via LA).
- I am a young person who has a total household income of £16,190 to £30,000 applying for a Discretionary Bursary Award including sixth form refectory/café daily allowance.

Now complete Section Three, Four and Five of this form.

Section Three – Household Details

This section must be completed for the Discretionary Bursary. **Parents/carers of the applicant should complete this section.**

Household members - Please provide details of all residents who contribute to household income.

	Full Name	Contact Telephone Number
Applicant		
Father		
Mother		
Carer		
Other		

Household Income - Please complete to show evidence provided with application. Further clarification of information provided may be requested.

Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (✓)
Income Support*		Entitlement/Award letter dated within the last 3 months	
Income-based Job Seekers Allowance*		Entitlement/Award letter dated within the last 3 months	
Income-related Employment Support Allowance (ESA)*		Entitlement/Award letter dated within the last 3 months	
State Pension Credit – Guarantee Element*		Entitlement/Award letter dated within the last 3 months	
Child Tax Credit*		Entitlement/Award letter dated within the last 3 months	
Universal Credit*		Entitlement/Award letter dated within the last 3 months	
Support under part VI – Immigration and Asylum Act 1999*		Relevant paperwork detailing entitlement	
Working Tax Credit 4 week run-on only*		Relevant paperwork detailing entitlement	
Annual Salary		P60 for previous tax year or employer letter confirming annual salary or week 52 payslip (March)	
Incapacity Benefit		Entitlement/Award letter dated within the last 3 months	
Carer’s Allowance		Entitlement/Award letter dated within the last 3 months	
Housing Benefit		Entitlement/Award letter dated within the last 3 months	
Working Tax Credit		Working Tax Credit Full Award notice for the current year. Must be for full year and not partial awards	
Child Benefit		Award Letter or entry on last bank statement	
Grants or Bursaries etc.		Relevant paperwork detailing entitlement and amount paid	
Any Other Income		Relevant paperwork detailing entitlement and amount paid	
Total Income			

* Free school meals qualifying benefits. Note - Universal Credit: Maximum net earnings £7,400 and Child Tax Credit: maximum gross income £16,190 with no Working Tax Credit entitlement.

Section Four – Declaration

Please read the declaration below carefully before signing:

- 1 I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the academy of any alteration to any of the particulars in writing. I agree to repay the academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- 2 I am aware that the funding covers only this academic year and that I 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.
- 3 I confirm that I have read and understood the content of this bursary agreement and agree to achieve the expectations as stated. I also understand that the information I have provided will be used for the purpose of the 16-19 Bursary Fund administration only in accordance with The Elizabethan Academy Trust's Data Protection Statement. Please visit our website for details: Elizabethan.notts.sch.uk.

Section 4 below is only relevant to those applying for the Vulnerable Bursary

- 4 It has been explained to me that evidence relating to my Disability status or my status as a young person in care or care leaver is required. By ticking the box below and signing this Declaration I will be giving my explicit consent to the Trust using such evidence for the purposes of processing my application for the Vulnerable Bursary.

Signatures (required for all bursary applications)

Student Name (PRINT):

Student Signature:

Date:

Parent/Guardian Name (PRINT):

Parent/Guardian Signature:

Date:

Please check that you have provided all additional information required; failure to do this will slow down the application process and could delay payment if your application is successful.

Completed application forms should be handed in to the Head of Sixth Form.

Section Five - 16-19 Bursary Fund Agreement

You have been approved bursary support on the condition that you attend your timetabled lessons in the Sixth form and maintain an acceptable level of behaviour and attitude to your learning.

By signing this agreement you agree to:

- Abide by your Learning Agreement's expectations including behaviour, punctuality, attitude to learning and 95% attendance*
- Inform your Sixth Form Student Services Manager of any change in circumstances, if significant, that may affect your eligibility to claim the bursary

*Consideration will be given to individual student circumstances.

Failure to adhere to these requirements could result in non-payment or the suspension of bursary support.

If you wish to complain/appeal against the non-payment of your bursary you must speak with your Sixth Form Student Services Manager who will explain academy procedures for this.

To administer the fund the academy will:

- Keep records of your attendance
- Monitor your attendance and any absence
- Process and pay bursary payments as detailed in your acceptance letter
- Inform you if any part of your bursary payment has been stopped
- Respond to any queries or problems that you wish to discuss about the bursary
- Consider any changes in your circumstances and clarify with you how this will affect your bursary

Student Name (PRINT):

Student Signature:

Date:

Parent/Guardian Name (PRINT):

Parent/Guardian Signature:

Date:

Head of Sixth Form (PRINT):

Head of Sixth Form Signature:

Date:

For Academy Use

Applied For:	Vulnerable Bursary	Discretionary Bursary	Meal Allowance
Application Approved:	Yes	No	
VULNERABLE BURSARY AWARD			
Weekly Payment Amount Approved:	£30.00	Other (please state)	
DISCRETIONARY BURSARY AWARD – INCOME THRESHOLD £16,190			
Household Income Level Confirmed: <small>(Adequate documentation received and meets qualifying criteria)</small>	Yes	No	
Local Authority FSM Eligibility Confirmed:	Yes	No	Not Required
DISCRETIONARY BURSARY AWARD – INCOME THRESHOLD £30,000			
Household Income Level Confirmed: <small>(Adequate documentation received and meets qualifying criteria)</small>	Yes	No	
Daily Refectory/Café Allowance Approved:	Yes	No	Not Required
Comments/Notes:			
APPLICATION SUBMISSION			
Head of Sixth Form: Check application completed correctly and supporting evidence provided (Signature):			
Date:			
AUTHORISATION			
Chief Finance and Operating Officer (Signature):			
Date:			
STUDENT NOTIFICATION			
Head of Sixth Form - Letter Issued To Student (Signature): Date:			

Discretionary Bursary: Resources and Expenses Claim Form

Student Name:

Date:

Please provide details of what is required below. Approved resource items will be provided by the academy. Students should not purchase anything themselves unless it is agreed by the academy to do so. If approval has been given, valid receipts will be required for reimbursement.

Details of Resources/Expenses	Estimated Amount £
Books, equipment and other resources required for your studies	
Transport required to travel to/from home sixth form for your studies	
Educational / University visit expenses*	
Other	
Total Amount £	

* A rate of £0.25 per mile will be applied for petrol costs claimed for travel to the academy (HMRC)

Student Name (PRINT):

Student Signature:

Date:

For Academy use

Date Application Received:	
Approved:	Yes No
Notes:	
Head of Sixth Form Approval (Signature):	Date:
Head of Sixth Form	
Purchase Order Raised/Approved: (Signature):	Date:
Reimbursement Request to Finance: (Signature):	Date: