

Bursary Fund Application Form for the 2018 to 2019 academic year

This completed Application Form and evidence must be handed in by **26th September** or within 4 weeks of your start date if you start during the academic year. If the application form and evidence is presented later than that date, payments may be reduced pro –rata.

Student Details					
Surname /family name		First names			
Date of Birth		School year (please circle)	YR 12	YR 13	YR 14
Address:					
		POST CODE			
TEL:		EMAIL			
Title of course /subjects studied					
Have you the right of abode and been resident in the UK for the last 3 years?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

General Bursary Criteria
<p>To qualify you must</p> <ul style="list-style-type: none"> • be aged 16 and under 19 on 31 August 2018 or • be aged 19 or over at 31 August 2018 and have an Education ,Health and Care Plan, or • be aged 19 or over at 31 August 2018 and continuing on a study programme you began aged 16-18. • meet the EFA's residency criteria for 2018/19. • be facing financial barriers to participation and need help to stay in education

Vulnerable Bursary Criteria	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a care leaver (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you receiving both Disability Living Allowance (or the new Personal Independence Payments) AND Employment Support Allowance (or Universal Credit as a replacement for ESA) (evidence required, financial statement showing both ESA + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria

To qualify you must.

meet the general bursary criteria and your **total household income** (earned and unearned) must not exceed £30,000 per annum. However, any young person meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance can apply in writing to the Director of Coombe Sixth Form with supporting documentation. Cases will be considered on an individual basis.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

I am in receipt of Free School Meals (award letter)	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full Tax Credit Award Notice	<input type="checkbox"/>
Self employed earnings (audited accounts or official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	P60/Wage slips for household	<input type="checkbox"/>
3 months of bank statements	<input type="checkbox"/>	Evidence of any Unearned income (shares, investments, rental income)	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Please list the names of the household members and relationship to Student

Name	Relationship to Student

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Please identify your financial need by completing the table below

Transport : How do you travel to school?

bus		train		Other (please specify)
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How far do you live from school? (miles)	Weekly cost	£
	Termly cost	£

Please provide details on other needs and an approximate cost for the year. A member of the 6th form student team will assist you with the individual costs for your courses/subjects

Books	£
Other equipment	£
Educational visits:	£
University open day visits	£
Appropriate Clothing to suit training and placement requirements	£
Exam re-sit fees	£
UCAS Fee	£
Meals If awarded this will be a fixed amount per meal, per attendance day calculated by the finance team	
Other – please specify	£

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly into Student's bank accounts only (by BACS). Please be aware that School can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing Students with a travel pass.

Account Name:	_____
Name of Bank	_____
Branch	_____
Account Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sort Code:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Students.
- I understand that this form and supporting evidence will be held by the Trust for a period of 6 years and I give my consent for my information to be used in this way.

HOLIDAYS WILL BE UNPAID.

- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
- I am clear that the bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

I confirm I have read the 'Bursary Fund - Information for Students' which was given to me with this application.

Applicant Signature: _____ **Date:** _____

Assessment and Approval 2018/19

FOR OFFICE USE ONLY

Student Name:	D.O.B:
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Eligibility – please tick appropriate box (✓)

Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Those young people who receive income support/universal credit Care Leavers or young people who are looked after children, or unaccompanied asylum seekers Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Tier A - In receipt of FSM
	<input type="checkbox"/>	<ul style="list-style-type: none"> Tier A - eligible for FSM but not taken up entitlement
	<input type="checkbox"/>	<ul style="list-style-type: none"> Tier B - Young people facing financial barriers to participation in further education.
	<input type="checkbox"/>	<ul style="list-style-type: none"> Tier C – Support towards Educational visits/University days.
	<input type="checkbox"/>	<ul style="list-style-type: none"> Exceptional circumstances – facing financial hardship

Assistance Requested	Assistance Granted	
	Payment in kind £	payment to student £
Travel		
Meal Breakfast <input type="checkbox"/> (and/or) Lunch <input type="checkbox"/> (and/or) Tea <input type="checkbox"/> (n.b. Free school meal applicant not able to claim for lunches)		
Appropriate Clothing to suit training and placement requirements		
Equipment		
Any other		
TOTAL (Must fall within policy thresholds)		

SIGNED: _____ **DATE:** _____

NAME: _____