

16-19 Bursary Application Form

This form is for 16-19 year old students who would like to apply for financial assistance because they believe they are facing significant barriers to participation, due to disability or financial hardship.

On receipt of this form the Sixth Form team will arrange a meeting to discuss the application.

CONFIDENTIAL

Section 1 – Personal Details

First name:	Surname:
Date of Birth:	Age on 31 August 2023
Address:	
Email Address:	
Home Telephone:	Mobile:

Section 2 – Bursary Information and Level of Award

Vulnerable Bursary

1. Please indicate which of the following apply to you (the student - not parent or carer):

Young Person in Care	YES / NO	Receiving Universal Credit	YES / NO
Care Leaver	YES / NO	Receiving Income Support	YES / NO
Disabled and receiving Employment Support Allowance as well as Disability Living Allowance or Personal Independence Payments			YES / NO

Discretionary Bursary

1. Please indicate which of the following apply to you (the student - not parent or carer):

You receive Free School Meals		Parents/carers in receipt of Universal Credit	
Household income of £17,500 or less		Economically disadvantaged	

2. Please indicate which of the specific education purposes you require assistance with:

Transport to school	YES / NO	Educational trip	YES / NO
University visit	YES / NO	Books or equipment	YES / NO
Meals in school	YES / NO	Other (please specify)	YES / NO

3. Please give details of your request, e.g. cost involved, dates etc.

4. Please provide any other relevant information that could support your application:

Section 3 – Course Details

Please state which subjects are you studying:

Subject:	Subject Teacher:
Subject:	Subject Teacher:
Subject:	Subject Teacher:

Section 4 – Financial Statement and evidence

1. Please indicate your living arrangements (please tick)

I live with my parent(s)/carer(s)	
I live independently	

2. Please indicate the financial position of your household

The household income is less than £17,500 per annum	YES / NO	My parents/carers are able to support me financially*	YES / NO*
*if no, please give details			

3. Every application must be supported by financial evidence. Therefore, please supply a copy of one of the following:

	Please Tick
Confirmation from the Local Authority of Free School Meals registration	
Evidence of the relevant Credit/Allowance/Grant (If supplying Universal Credit as evidence please supply 3 months' worth of evidence)	
Written confirmation of Young Adult Carer status	
Bank statements covering a period no shorter than three months, with the latest dated within the last three months.	

Section 5 – Declaration

This section is to be read and signed by the student:

- ▲ I certify the information I have given in this application is true and accurate;
- ▲ If withdraw from my course, I understand that I will be required to return all equipment that I have been given to me through the bursary scheme.
- ▲ I understand that if my attendance level or progress drops below a satisfactory standard (90%), I may not qualify for further support within a set amount of time.
- ▲ I give my consent for relevant information regarding my application to be passed to the School Finance Office;
- ▲ To comply with the Data Protection Act, all information relating to this application is confidential, but I agree to relevant staff having access to the information on this form if required.

Signature of Applicant:	Date:
Name of Parent/Carer (for under 18s only):	
Signature of Parent/Carer (for under 18s only):	Date:

For office Use Only

Date form received		Award agreed	YES / NO
Date of meeting		Amount of award	
Additional information requested:		Date letter confirming outcome sent	

Sixth Form

Bursary Fund Attendance Expectations



You will be required to achieve full attendance and meet the standards of effort and behaviour expected from you as a student of the college, to be eligible for bursary consideration.

Students are expected to:

- ▲ **Attend all timetabled lessons.**
- ▲ **Be punctual for all lessons and college events.**
- ▲ **Request permission in advance for any planned absences:**
- ▲ **Ensure behaviour and effort meets with college expectations:**

The College is expected to:

- ▲ **Keep records of student attendance.**
- ▲ **Monitor behaviour and effort.**

If students are not well enough to attend college, they must notify the Sixth Form office before 8.45 am each day that they are absent. Evidence of illness will be required for absences of longer than seven days. This can be in the form of a prescription or a medical appointment card. Gaining this evidence is the responsibility of the student and/or parent/carer. Allowances are made for occasional caring duties, if agreed in advance.