

Central Sixth Form 16-19 Bursary Fund Application Form

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data you provide to us will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund at your centre of study in the Central Region Schools Trust. In fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

SECTION A: What are your details? *To be completed by the student*

Surname/Family name

First name(s)

Date of birth

Present Home address

(if your address changes please notify us)

Telephone number

Email address

SECTION B: What are your details of study?

Name of school

Course Name and description

Which year will you be in

12:

13:

Extra
year:

SECTION C: What are your circumstances?

Who do you live with? Please tick all that apply:

Mother	Father	Parent's spouse/partner	Grandparent(s)
Foster parents	On my own	My spouse/partner	In care / looked after

Other, please explain:

Have you always lived in the UK (please circle one)?

Yes

No

If YES please proceed to Section D. If NO please complete the separate residency information sheet.

SECTION D: What bursary type are you applying for?

- I am applying for the vulnerable student bursary of £1200 (Priority Group 1) (Go straight to section F)
- I am applying for a discretionary bursary (Priority Group 2 or 3)

SECTION E: What support are you applying for? (Please tick all that apply and outline the anticipated cost of each one):**Items:**

- Uniform/clothing subsidy
- Transport
- School meals
- Books and Stationary
- Trips and Visits
- Examination re-sits
- NUS Cards
- 16-18 Travel Card
- UCAS Fee
- Other (please specify)

Anticipated Cost:

-
-
-
-
-
-
-
-
-
-

Total Anticipated Cost:

£

SECTION F: Eligibility (Please tick all that apply and provide the evidence required with your application form)

A – I am or my family are in receipt of Free School Meals	We will check your details with the School Benefits section.
B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office	Please provide proof e.g. Home Office letter
C – I am or my family are in receipt of Income Support / Jobseekers Allowance or Universal Credit	Please provide proof e.g. benefits books or bank statement
D – I am a looked after child	Please provide a letter from your social worker
E – I am a care leaver	Please provide a letter from your social worker
F – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments	Please provide proof e.g. benefits books or bank statement
G – I am a Young Carer	Please provide a letter from Young Carers to confirm this
H – Family's gross taxable income is less than £16,190 per annum	Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated.

I – Family's gross taxable income is between £16,190 and £20 000 per annum	Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated.
J – Family's gross taxable income is between £20 000 and £25 000 per annum	Please provide a copy of the most recent Tax Credit Award notice or complete your income details below and provide evidence as indicated.
K – Family experiencing financial hardship and/or other barriers to participation in 16 – 19 education	Please write in confidence to the Head of Sixth Form detailing your current circumstances and barriers to education.

SECTION G1: Learner Income

Part time job

£ weekly

Benefits

£ weekly

SECTION G2: Household Income

	Parent 1	Parent 2	Evidence
Gross taxable annual salary / wages	£ <input type="text"/>	£ <input type="text"/>	Most recent P60 or end of March payslip
Self employment / property income	£ <input type="text"/>	£ <input type="text"/>	Most recent self assessment tax
Private / Occupational pension	£ <input type="text"/>	£ <input type="text"/>	Pension statement / Pension P60 / Bank
State pension	£ <input type="text"/>	£ <input type="text"/>	Pension statement / Bank statement / Benefit book
Benefits (Please specify)	£ <input type="text"/>	£ <input type="text"/>	Bank statement / Benefit book
Bank or building society interest	£ <input type="text"/>	£ <input type="text"/>	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£ <input type="text"/>	£ <input type="text"/>	(Evidence only required if over £250.00 for the year) Tax vouchers

SECTION H: Declaration by Parent/Carer

It is important that you read the following statement carefully:

We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section G2.

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.*

Signed : _____ parent/carer

Relationship to student _____ Date: _____

SECTION I: Learner Declaration

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

The information I have given on this form is accurate.

I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.

I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study

I understand that payment is conditional on my meeting the following standards:

- attending school; every lesson, every day and be on time.
- take all of my examinations.
- remain up to date with work for all subjects, including homework, and meet all subject deadlines.

Signed : _____ Date: _____

**16-19 BURSARY FUND
RESIDENCY INFORMATION**

This form must be completed when learners indicate on the application form that they have not always lived in the UK.

Surname/Family name

First name(s)

When did you enter the UK?

Where did you live before you came to the UK?

Why did you come to the UK?

What is your current status (or that of your parents) in the UK?

Refugee status

Indefinite leave to remain

Leave to remain until _____

Asylum Seeker

European Economic Area Migrant Worker

**Please provide copies of
your passport and any
Home Office papers.**

DECLARATION BY LEARNER

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study*

Signed : _____ Date: _____

Student Bank Account Information

This will be used to process payments to the student directly – please check all details are accurate before submitting. Once processed this information will be destroyed in line with GDPR policy.

Bank Name	
Account Holder Name	
Sort Code	
Account Number	