



# 16–19 Bursary Scheme Application Form 2020 / 2021

<b>Forename:</b>		<b>Surname:</b>	
<b>Tutor Group:</b>		<b>Date application received:</b>	

Please ensure that you have read the School's 16 – 19 Bursary Scheme Guidance Notes before completing this form. This is the only form you are required to complete for Level 1 and Level 2 applications. Level 3 requests, for an Individual Hardship Payment, will need to submit this form with a first claim to establish eligibility, plus a further smaller claim form for each support request. Please note that, if a bursary is awarded payments will be made subject to the conditions of the Sixth Form Student Agreement (attendance, behaviour and effort being made).

**\*\* Please do not buy anything in advance funding is not guaranteed, it may not be possible to refund you the money you have spent \*\***  
**\*\* Funding is not guaranteed \*\***

## Important

- Please print your details clearly
- Your application will not be considered if you do not answer all the appropriate sections relevant to you, attach relevant documents (failure to provide this will delay your application) and signing the declaration. If your form is incomplete, it will be returned to you.
- Please answer all the questions clearly and by ticking the appropriate boxes
- Return your completed form by **9<sup>th</sup> OCTOBER 2020** to Mrs Joanne Freer, Sixth Form Administrator, and Sixth Form Study Centre.
- Individual Hardship Requests can be submitted at any time during the academic year.

## Evidence we need to see

The bursary funds are mainly provided to us by the government, so we require evidence that you meet all the necessary eligibility criteria before we can make an Award. All evidence will be treated in the strictest confidence. **Please provide the relevant evidence as your application cannot be processed without it.**

**Please check your eligibility and indicate which type of bursary you are applying for by ticking box:**

<b>VULNERABLE BURSARY (Level 1)</b>	
Identified vulnerable student – see notes below	
<b>DISCRETIONARY BURSARY (Level 2)</b>	
Eligible for Free School Meals (FSM) – <b>Tier 1</b>	
In a family with an income of less than £16,190 who are not able to claim FSM due to Working Tax Credit/Universal Credit – <b>Tier 2</b>	
<b>INDIVIDUAL HARDSHIP PAYMENT (Level 3)</b>	
If you are a student who encounters serious financial problems and require a contribution in support of your education	

This assessment is valid for one academic year only.

<b>Section 1: PERSONAL DETAILS (Student)</b>			
Date of Birth:	Age at 31/8/2020:	Sex: Male / Female	
Telephone Number:	Email address:		
Address:			
Postcode:			
Have you the right of abode and been resident in the UK for the last 3 years? <i>(Please tick the appropriate box)</i>	<b>YES</b>		<b>NO</b>
How long have you been resident in the UK?			
<b>Who does the student name above live with?</b>			
Living with both parents		Living along or in shared accommodation	
Living with single parent		In Care or Leaving care	
Living with parent and their partner/spouse		Other (please specify)	
Ethnic origin (CRE categories): White/Irish/Black-African/Black-Caribbean/Black-Other/Indian/Pakistani/Chinese/Bangladeshi/Other (please specify) <b><i>This information is used solely to monitor the balance across the full range of ethnic origins</i></b>			
Previous school (if applicable):			
Address of Previous School:			
Are you in Year?	<b>Year 12</b>		<b>Year 13</b>
A-Level/BTEC Level subjects or course of study: 1. 2. 3. 4. 5.			

### **Vulnerable Bursary (Level 1)**

Students in care/care leavers, or young people in receipt of Income Support, some types of Universal Credit, Employment and Support Allowance, Disability Living Allowance or Personal Independence Payment.

Please tick as appropriate and attach relevant evidence to this application.

### **Young Carer**

Are you (The Student) currently a young carer registered with your Local Authority?

If so please name authority: \_\_\_\_\_

Please supply evidence of the above

Who do you care for?

	NAME	RELATIONSHIP
1.		
2.		

Type of evidence provided	✓ Please tick as appropriate
Written Local Authority evidence of looked-after or care status	
Income Support or Universal Credit in my own name	
Disability Living Allowance (DLA) or personal Independence Payment (PIP)	
Employment and Support Allowance (ESA) in my own name	
Other	

Section 2: BACKGROUND		
Are you a person in Care?	Yes*	No
Are you a young person in Care who is seeking asylum?	Yes*	No
Are you a Care Leaver?	Yes*	No
Are you a young person in receipt of Income Support or Universal Credit in your own right?	Yes*	No
Are you a disabled young person in receipt of Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (or Universal Credit as a replacement of ESA) in your own right?	Yes*	No
<b>*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form.</b>		

### Discretionary Bursary (Level2/3):

Section 3: HOUSEHOLD INCOME		
<p>Your household income is one of the criteria, which will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a bursary payment. Please provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this application. It is important that this section is completed accurately and that you inform the School of any changes in your circumstances during the academic year. All sections must be completed. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.</p>		
<b>APPLICATIONS WITHOUT PROOF OF INCOME OR BENEFITS WILL NOT BE ASSESSED</b>		
What is your annual household income for the tax year 2018-19 (the sum total of all benefits and earned and unearned income)?	Amount:	
<b>Benefit/Income Evidence</b>	✓	<b>All</b> pages if you are supplying a Tax Credit Award Notice, we will need to see the full document including the page showing the household income, 2019/20
*Income Support		
*Income based Jobseekers Allowance or Employment Support Allowance		
*Child Tax Credit ( <b>not</b> entitled to WTC and with gross income under £16,190 pa)		
*Universal Credit with net earnings under £7,400 per year		
*Guaranteed Pension Credit		
*Support under part VI of the Immigration & Asylum Act 1999		
Working Tax Credit		<b>All</b> pages of most recent Award

Contribution based Jobseekers Allowance or Employment Support Allowance		letter/statement 2019/20 or 2018/19
Universal Credit		
Paid Employment (if not in receipt of Tax Credits)		P60(2) or latest pay slips (min 3 mnths)
Self-Employment (if not in receipt of Tax Credits)		Latest accounts
None of the above		Email: <a href="mailto:SponneSixthForm@sponne.org.uk">SponneSixthForm@sponne.org.uk</a> for advice

\*Qualifying benefits for Free School Meals and Discretionary Bursary

#### Free School Meals

Are you eligible to receive free school meals?	Yes*	No
Have you been eligible and received FSM in past 6 years?	Yes*	No

#### Dependants

Are there any other dependants (anyone under the age of 19 in full time education) living in the house hold other than yourself	Yes	No
If yes, please state the number of dependants EXCLUDING yourself		

**\*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form**

#### Section 4: EDUCATIONAL NEEDS

Please tick the education needs that are applicable to you, together with the annual cost. Please whether this costs is actual or estimated

Need	Tick (if applicable)	Cost £pa	
		Actual	Estimated
Books (including revision books and aids)			
Lab coat and goggles			
Art Materials			
Sports equipment			
Other course related equipment, please specify:			
Examination fees and resit fees			
UCAS fees			
Train travel to university Open Days			
Disclosure & Barring (DBS) Checks			
Sports activities related to course of study			
Public transport costs to school			
Meals whilst attending school			
Subscriptions for course related publications			

Other costs involved in the continuation of your education, please give details: Please attach a supporting document.	<b>Actual Cost £</b>	<b>Estimated Cost £</b>
<b>TOTAL</b>		

#### **Section 5: OTHER RELEVANT INFORMATION**

If there is any other information which you would like us to consider when assessing your claim, please attach on a separate supporting statement sheet. This could include information to do with a particular set of circumstances which is currently causing financial hardship at home.

#### **Section 6: STUDENT BANK ACCOUNT DETAILS**

Account Holder's Name	
Bank Name	
Sort Code	
Account Number	

#### **Section 7: DECLARATION**

I confirm that all information provided on this form is accurate and true. I will notify the School immediately of any change in my or my household's circumstances.

I understand that the Vulnerable and Discretionary Bursary is payable provided that certain conditions regarding my attendance, behaviour and effort at School are met, as detailed in the Sixth Form Student Agreement.

I understand that, if I knowingly gave information, which is discovered to be false, or failed to notify the School of a change in my or my household's circumstances, the School will seek to recover from me any monies to which I am not entitled.

Student signature:	Date:
Parent signature:	Date:

#### **Section 8: DATA PROTECTION and CONFIDENTIALITY**

All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application, within school, for financial assistance from the Post 16 Bursary Fund. Your application and some related information, including the outcome of your application, will be held and maintained in accordance with Data Protection Legislation and the General Data Protection Regulations (GDPR). The data will not be passed to any other third party without your consent, except when the School is required to do so by law. Applications are only seen by the Sixth Form Team, and School Finance Staff.

Further information including the school's privacy notices can be seen on the school website.

**PLEASE HAND THIS FORM, TOGETHER WITH ALL DOCUMENTATION REQUIRED, TO  
MRS J. FREER, 6<sup>TH</sup> FORM ADMINISTRATOR, SIXTH FORM STUDY CENTRE 9th OCTOBER 2020**