# Bursary Fund Application Form for the 2022 to 2023 academic year

**Please complete the form and hand it to the Sixth Form Office together with your supporting evidence. This application is made by the Student with supporting evidence from parent/carers**

**Please note the deadline for applications can be handed in from Monday 19th September to the Sixth Form office. Please enclose all documents and supporting evidence in an A4 envelope if possible with your (the student’s) full name. We can provide envelopes and printed application forms.**

**Deadline is 9am Monday 26th September 2022 if you wish to be eligible for the first payment.**

| Student Details | | | | | | | | | |
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| Title: |  | First name: |  | | | Surname: | |  | |
| Date of Birth: |  | | Age: *(You must be 16, 17,18 (and under 19) on*  *31st August 2021 to apply)* | | |  | | | |
| Address: |  | | | | | | | | |
| Postcode: |  | Tel:: | |  | Email: | |  | | |
| Have you the right of abode and been resident in the UK for the last 3 years? | | | | | | | **Yes** ☐ | | No ☐ |

| Bursary Criteria |
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| To qualify you must be aged 16 or over and under 19 on 31 August 2021 and meet the EFA’s residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. |

| Vulnerable Bursary Criteria | |
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| 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 in your own name?**  (evidence required - Income Support or Universal Credit Statement Letter) | Yes ☐ **No ☐** |
| **Are you a Care Leaver or currently looked after in care or unaccompanied asylum seeker?**  (evidence required - letter from Local Authority) | Yes ☐ **No ☐** |
| **Are you a Disabled student in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments?**  (evidence required, financial statement showing **both** ES + DLA/PIP) | Yes ☐ **No ☐** |

| Discretionary Bursary Criteria | | | | | | |
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| Your household income is one of the criteria which will help us to assess your application.  If you are registered for Free School Meals, you will automatically qualify for a Discretionary Bursary.  If your **TOTAL** Household income exceeds £25,000 per annum, you will not usually be eligible for a Bursary payment unless you can evidence financial hardship.  The amount of award may vary depending on assessment of need. | | | | | | |
| **Free School Meals:**  I have had notification from Bristol City Council of eligibility for Free School Meals  (this will be checked by BCCS to confirm) | | | | | | ☐ |
| **Financial Hardship**  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. Evidence must relate to the current financial situation of parent(s)/ carer(s) that you, the student, live with. | | | | | | |
| P60 | ☐ | Income Support/Universal Credit (award letter) | | ☐ | Full Tax Credit Award Notice | ☐ |
| Self employed earnings (official tax return) | ☐ | Other benefits/pension (award letter) | | ☐ | Wage slips for household | ☐ |
|  | | | | | | |
| **Please list all other household members and relationship to you, the student:** | | | | | | |
| Adult 1 | | | | Relationship to Student | | |
| Adult 2 | | | | Relationship to Student | | |
| Any other Adults | | | | Relationship to Student | | |
| Number of Siblings under 18 years old in household | | | |  | | |
| The amount of financial assistance you may 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 accessing learning.  Please tell us if there are any specific things that you would like financial assistance with, related to your curriculum. This could include, although not exhaustive Field trips, specific resources, equipment. This information is strictly confidential and will only be used for this assessment purpose. We will endeavour to support where we can, but | | | | | | |
| Item: (*eg Biology Field Trip, Graphic calculator, stationary etc)* | | | | | Approx Cost (if known): | |

**The amount available to students will be dependent on the number of applicants for the Bursary.**

**Some large costs items may be paid for directly from the Bursary on your behalf.**

**The remaining Bursary will be paid to the student’s bank account in scheduled installments (to be confirmed), dependent on student’s fulfilling the Payment Criteria.**

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

| **Applicant Signature:** |  | **Date:** |  |
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# Bursary Fund Payment Form for the 2022 to 2023 academic year

Please provide your (students) bank details below, as printed on your bank card or statement.

Bursary payments will be paid directly into Students bank accounts only (by BACS).

Please be aware that Bursary awards can be paid ‘in kind’ e.g. by funding a Field trip, or buying text/resources.

| Account Name:  where to add your name  BIB Reference (Admin use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  box to put account number inbox to add account numberbox to add account number box to add account numberbox to add account numberbox to add account numberbox to put account number inbox to put account number in box to put account number inbox to add sort codebox to put sort code inbox to add numberbox to add numberbox to put account number in  Account Number: Sort Code: |
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**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.

**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 confirm 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 School’s Complaints Procedure.

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

| **Applicant Signature:** |  | **Date:** |  |
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