# Bursary Fund Application Form for the 2019 to 2020 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.**

**Please note the deadline for the 1st installment is Friday 11th October 2019.**

|  |
| --- |
| Student Details |
| Title: |       | First name: |       | Surname: |       |
| DOB: |       |  | Age: *(You must be 16, 17,18 (and under 19) on**31st August 2016 to apply)* |  |       |
| Address: |       |
| Postcode: |       | Telephone: |       | Email: |       |
| Have you the right of abode and been resident in the UK for the last 3 years? | Yes [ ]  | No [ ]  |

|  |
| --- |
| Bursary Criteria |
| To qualify you must be aged 16 or over and under 19 on 31 August 2017 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 |
| 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 [ ]   |
| Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority) | Yes [ ]  No [ ]  |
| 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 |
| 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.  |
| 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. |
| 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 | [ ]  |
| Have had notification from Bristol City Council of eligibility for Free School Meals [ ]   |
| Please list all other household members and relationship to Student: |
| Adult 1       | Relationship to Student       |
| Adult 2       | Relationship to Student       |
| Any other Adults       | Relationship to Student       |
| Number of Siblings under 18 years old |  |
| 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.Using the table below, please tell us what you would like financial assistance with. This information is strictly confidential and will only be used for this assessment purpose. |
|  | Details and costs |
| Travel (must live 2 miles or more away from school)  |       |
| Education Trips eg. Field Trips What subjects are you taking(please ask your teachers what trips are part of the curriculum)       |       |
| Text Books & Key TextPlease list your subjects and the costs of these items |       |
| Instrument/Vocal Music Lessons ***IF*** chosen course of Study (Student studying A level Music or Music Tech) |       |

**The amount available to students will be dependent on the number of applicants for the Bursary. Please tick the items you would like help with above and add any brief details if needed.**

**Some large costs items can be paid for directly from the Bursary. 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.**

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 purchasing any equipment required or providing Students with a travel pass.

|  |
| --- |
| Account Name:BIB Reference (Admin use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­Account Number: Sort Code: |

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:

# Assessment and Approval 2017/18

## FOR OFFICE USE ONLY

### Eligibility – please tick appropriate box (✓)

|  |  |
| --- | --- |
| Student Name:       | D.O.B:       |

|  |  |  |
| --- | --- | --- |
| Vulnerable Bursary | [ ]  | * 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 | [ ]  | * Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.
* Young people in receipt of Free School Meals
 |

|  |  |
| --- | --- |
| Assistance Requested | Assistance Granted 🗸 |
| Travel  | [ ]  |
| Education Trips eg. Field Trips       | [ ]  |
| Instrument/Vocal Music Lessons ***IF*** chosen course of Study (Student studying A level Music or Music Tech) | [ ]  |

SIGNED:       DATE:

NAME: ­­­