

Bursary Fund Application Form for the 2024 to 2025 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 **Thursday 26th 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 25th September 2024 if you wish to be eligible for the first payment.

SECTION 1 - Student Details

Title:		First name:		Surname:	
Date of Birth:			Age: <i>(You must be 16, 17, 18 (and under 19) on 31st August 2023 to apply)</i>		
Address:					
Email :					
Postcode:		Tel::		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resident Status (please circle)					
	British Citizen	Asylum Seeker	EU/EEA Citizen	Refugee	Indefinite Leave to Remain

Who Do You Live With? 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
Live Alone	
Number of Siblings under 18 years old in household	

Subjects Studied:	
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SECTION 2 - Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2024 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.

Please complete either Part A or Part B below. Tick the box applicable in the Part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form.

PART A - Vulnerable Bursary Criteria

Please tick only 1 box, then go to Section 3

Eligibility Criteria	Tick	Supporting Documents needed
Young people in care or care leaver		Letter or email from care home/social worker/local authority
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right.		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young Disabled student in receipt of <u>both</u> Employment Support Allowance/Universal Credit equivalent and		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the Disability Living Allowance/Personal Independence Payments? • Last 3 months universal credit award notice
If you are year 13 and you are receiving Free School Meals		Supply one or more of the following: <ul style="list-style-type: none"> • Copies of the benefits paperwork • Last 3 months universal credit award notice

PART B - Discretionary Bursary Criteria

Please tick the relevant boxes, then go to Section 3

Eligibility Criteria	Tick	Supporting Documents needed
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<p>Young people who are claiming, or are eligible to receive free school meals</p>		<p>Please supply one or more of the following:</p> <p>Copies of the benefits paperwork</p> <ul style="list-style-type: none"> ● Last 3 months universal credit award notice ● P60 (tax year ending April 2023) or the last 3 months pay slips ● Evidence of self-employed earnings (certified accounts for 2022/23 tax year) <p>If you are registered for Free School Meals, you will automatically qualify for a Discretionary Bursary.</p>
<p>Young people whose household whose gross annual household income is below <u>£25,000</u>. (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)</p>		<p>Please supply one or more of the following:</p> <p>Copies of the benefits paperwork</p> <ul style="list-style-type: none"> ● Last 3 months universal credit award notice ● P60 (tax year ending April 2023) or the last 3 months pay slips ● Evidence of self-employed earnings (certified accounts for 2022/23 tax year)
<p>Young people who have been affected by sudden exceptional changes to their financial circumstances</p>		<p>Supporting letter from parent/carer or please contact the Principal in confidence for advice</p>

SECTION 3 – Bursary Tiers

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. Funding may be provided in full or through a contribution or reimbursement (provided we receive receipts as proof of purchase). Please tell us if there are any specific things that you would like financial assistance with, related to your curriculum. The amount available to students will be dependent on the number of applicants

Category	Tick	Further Details – including estimated costs where relevant	
Travel to/from Sixth Form		Method of transport	
		Distance between Sixth Form & home /Expected cost of travel pass	

Music Tuition		
Books for the subject you are studying (please detail the books required)		
IT/specialist equipment/materials/clothing for subjects studied		
Subject-Specific Educational Visits UCAT Application,		
Other educational needs (please give details) e.g. financial contribution towards the dress code		

I confirm I have read the Bursary Criteria above and understand the supporting documents I need to provide with this application.

Applicant Signature:		Date:	
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SECTION 4 – Student Bank Details

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

Name of Bank: _____ Account Name: _____
BIB Reference (Admin use): _____
Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION 5 – Student Declaration

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 Student Declaration points listed above.

Applicant Signature:		Date:	
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