**16 to 19 Bursary Fund Application 2024/2025**

Please complete the relevant section/s below as applicable to your circumstances (use the tab key to move from one field/shaded area to the next)

Section 1: details of applicant

Section 2: vulnerable student bursary

Section 3: discretionary bursary

Section 4: declaration by applicant

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| **SECTION 1: details of applicant** |
| **First name**       **Surname**  **Date of birth**       **Year Group**  **Tutor Group (if known)**  **Home address**  **Postcode** |

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| **SECTION 2: vulnerable student bursary\*** |
| **I am a student and wish to express my interest in applying for the vulnerable student bursary under the following criteria** *(please tick the box that describes your circumstances):*  I am in local authority care  I am a local authority care leaver  I am in receipt of a universal credit payment ***in my own name***  I am in receipt of income support ***in my own name***  I receive Disability Living Allowance or Personal Independence Payments ***in my own name*** as well as Employment and Support Allowance or Universal Credit ***in my own name***  In support of my application I enclose *(please tick the applicable box/es)*:  written confirmation of my current, or previous, looked-after status from the local authority who looked after me, or who provided my leaving care services  a copy of the income support/universal credit notice ***in my own name***  evidence of receipt of a Disability Living Allowance or Personal Independence Payments  I confirm that I am **not** *(all boxes must be ticked):*  a student attending specialist residential provision that covers my educational costs in full  a student taking a distance learning programme who has no financial barriers to participation (for example, I don’t have any travel costs or meal costs)  a student in the care of the local authority whose educational costs are covered in full by the local authority  a student who is financially supported by my partner |

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| **SECTION 3: discretionary bursary** | |
| The acceptance of requests for bursaries under this heading will be strictly subject to available funds. Please indicate which priority level you are applying for.  **Priority 1:** students eligible for free school meals or whose ***parents*** maintain a current NHS Tax Credit Exemption Certificate and Young Carers  *In support of my application I enclose a certified letter from the LA regarding free school meals or a photocopy of my parents’/carers’ current NHS Tax Credit Exemption Certificate.*  **Priority 2**: students whose household income is below **£22,500** per annum \*\*  **Priority 3:** students whose household income is below **£25,000** per annum ***and*** have 2 or more siblings in full time education\*\*  **Priority 4**: students whose household income is below **£27,000** per annum \*\*  **Priority 5**: students whose household income is below **£30,000** per annum \*\*  *\*\*in support of my application (priority 2-6) my parents/carers have provided relevant documentation in the form of* ***one*** *of the following:*  NHS tax exemption certificate  tax credit documentation  universal credit – 3 most recent monthly award statements  P60 alongside 3 most recent bank statements for all parents/carers in household  certified letter from the DWP  certified letter from the LA regarding free school meals  employment support allowance  other means-tested benefit  self employment income evidence (please see policy for acceptable documents)  child benefit notice: if in receipt of child benefit the most recent child benefit notice **must** be provided (if not already included as part of tax credit documentation above)  **Priority 6**: students who have been affected by a sudden exceptional change in circumstances which will impact on their participation in education.  *In support of my application I enclose a letter to briefly outline the household circumstances.* | |
| **Section 4: declaration by applicant (student)** |
| I confirm the information I have provided is correct to the best of knowledge and that I understand that I must notify the sixth form office of any change of circumstance which may affect my entitlement to a bursary payment.  I understand payments are made to my bank account. I will provide details on confirmation of approval of my application.  I agree that entitlement to any payments will be on the basis that I have met the standards advised by the school for progress, attendance (minimum 95%) and/or standards of behaviour.  I understand that if I leave before the completion of my programme of study, I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund, or return equipment/books purchased on my behalf.  **Name of student completing this form**       **Date** |