

16-19 Bursary Fund Application Form 2019-2020

Section 1: Student's Personal Details

Surname:	Forenames:	
Date of Birth:	Age at 1 st September 2019:	
Address and post code		
Home telephone:	Mobile:	
Email:	Tutor Group:	

Section 2: HIGH PRIORITY

16-19 Guaranteed (Vulnerable Student) Bursary (£1,200)

If you are applying for this award, you should tick the box that applies to you and attach proof.

Your circumstances (student)	<input type="checkbox"/>	Evidence Required	<input type="checkbox"/>
I am living in Care	<input type="checkbox"/>	Letter of confirmation from your Local Authority	<input type="checkbox"/>
I am a Care leaver	<input type="checkbox"/>	Letter of confirmation from your Local Authority	<input type="checkbox"/>
I am in receipt of Income Support	<input type="checkbox"/>	Entitlement/award letter covering period April 2018-2019	<input type="checkbox"/>
I am in receipt of both Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	Entitlement/award letter covering period April 2018 -2019	<input type="checkbox"/>

Section 3: MEDIUM PRIORITY

16-19 Discretionary Bursary

If you are applying for this award, you live permanently in a household whose parents/carers receive one of the following and the family's annual taxable income does not exceed £16,190. Parents should refer to the enclosed Information Leaflet detailing household income thresholds for eligibility to one of the two tiers of Discretionary Bursary. The table below shows the evidence you will need to provide with this application.

Type of Income	Evidence Required	<input type="checkbox"/> enclosed
Universal Credit (If you apply on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits that you get).	Entitlement/award letter covering period April 2018-2019	<input type="checkbox"/>
Income Support	Entitlement/award letter covering period April 2018-2019	<input type="checkbox"/>
Income –Based Jobseeker's Allowance	Entitlement/award letter covering period April 2018-2019	<input type="checkbox"/>
Income-related Employment & Support Allowance	Entitlement/award letter covering period April 2018-2019	<input type="checkbox"/>
Support Under Part VI of the Immigration and Asylum Act 1999.	Supporting letter from the Home Office covering period April 2018-2019	<input type="checkbox"/>
The guaranteed element of Pension Credit	Evidence of Guaranteed Element of State Pension Credit covering period	<input type="checkbox"/>
Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)	Family in receipt of Child Tax Credit Award Notice marked 2018-2019 , but not working Tax Credit.	<input type="checkbox"/>
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit.	Working Tax Credit Award Notice marked 2018-2019 . Must be for full year and not partial awards (FULL AWARD NOTICE)	<input type="checkbox"/>

Section 4: LOW PRIORITY

16-19 Discretionary Bursary

If you are not in receipt of any of the above, but reside in a household which has a total household taxable income of between £16,190 and £31,000 for the tax year 2018-2019 you may also apply for the Discretionary Bursary at the lower amount. Please attach proof of household taxable income, including the following: joint household earnings, benefits, unearned income, interest from savings/ or Self-assessment Tax Calculation Form (SA302)/ or Working Tax Credit Award Certificate.

Section 5 – EXCEPTIONAL HELP

If you do not qualify for an award, you may apply for help with one-off course related expenses, in exceptional circumstances. (Proof of income or hardship will be asked for and if agreed, a receipt/proof of purchase required)

Section 6 – Declaration (To be signed by student and parents/carers)

Please read and sign the declaration and return this form together with documentary evidence in a sealed envelope to the Sixth Form Office marked “Confidential”.

Declaration by student and parent(s)/carer(s)

Data Protection Act:

I understand that:

The data contained on this form will be held on file for seven years and Mayflower High School may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.

I consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.

The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds, solely for these purposes.

Please read the declaration below carefully before signing:

I/we have read and understood the guidance notes supplied with this application form. I/we confirm that the information given on the application form is true and correct.

I/we undertake to inform the school of any alterations to any of the particulars in writing.

I/we agree to repay the school in full and immediately any sums advanced to me, if the information I have given is shown to be false or deliberately misleading.

I/we understand that if the student leaves the School before the completion of the course, payments will cease and any advanced payments will need to be repaid to the School.

I/we understand that payment of any award is conditional upon the student meeting his/her obligations under the School's Bursary Policy and Sixth Form Agreement, regarding attendance, performance, behaviour and compliance with all procedures.

I/we understand that funding covers only this school year, and that I must re-apply next year.

Signature of Student Date

Signature of Parent/Carer Date

Student's Bank Details - payments will be made directly into the **student's** bank account.

Account Name (student's)	
Name of bank / building society	
Branch address	
Sort code	
Account Number	

For office use only:

NAME OF STUDENT:TUTOR GROUP:

Date application received:

Bursary approved: Yes / No

Type of Bursary: Guaranteed Discretionary Exceptional
 Priority High
 Priority Medium
 Priority Low

Termly (1) amount awarded: Date: Signature:

Termly (2) amount awarded: Date: Signature:

Termly (3) amount awarded: Date: Signature:

Single payment awarded: Date: Signature:

Single payment awarded: Date: Signature:

Single payment awarded: Date: Signature:

Authorised by: Date: Signature:

Date of Payment	Payment Authorised	Amount	Yes	No	Signature/Authorisation
	Autumn Award				
	Spring Award				
	Summer Award				

Student Bank Details

Account Name (student's)	
Name of bank / building society	
Branch address	
Sort code	
Account Number	