



16-19 BURSARY FUND APPLICATION FORM 2018-19
Level Three Bursary (up to £750)

Personal Details (Student)

Your name

Date of birth Your age

Your address

Tel no.	<input type="text"/>	<u>Email address</u> Must be provided as used for correspondence	Must be provided
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Course / Form

Please State What Costs You Need Help With

Expense	Details	Amount Requested
Catering at St. Aidan's only*	<i>A top up is available to purchase food or drinks from St. Aidan's catering, including the Deli Bar and Sixth Form Cafe</i>	£
Books and Equipment		£
Exam fees		£
Transport Costs to and from School		£
Course Trip		£
Interviews and Open Days at Universities		£
Associated Sixth Form book deposit		£
Other Costs (Please specify)		£

TOTAL AMOUNT REQUESTED (max £750) You will be advised by school email if your application has been approved.	£
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Please provide the following evidence to support your claim		Evidence enclosed
Level 3: Please complete the attached level 3 assessment form (Household income less than £25,000 and not in receipt of Free School Meals)		
Type of Income	Evidence Required	
Annual Salary	The last financial year's P60 or week 52 payslip or month 12 payslip	
Income Support	Entitlement award letter – dated within last 3 months	
Job Seekers Allowance	Entitlement award letter – dated within last 3 months	
Employment Support Allowance	Entitlement award letter – dated within last 3 months	
Incapacity Benefit	Entitlement award letter – dated within last 3 months	
Carer's Allowance	Entitlement award letter – dated within last 3 months	
Housing Benefit	Entitlement award letter – dated within last 3 months	
Any other benefit	Entitlement award letter – dated within last 3 months	
Working Tax Credit	Working Tax Credit Award notice marked "2017-18". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Working Tax Credit Award notice marked "2017-18". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Benefit	Award letter	
Grants or bursaries etc,	Relevant paperwork detailing entitlement and amount paid	
Any other income	Relevant paperwork	

Student: Please provide your bank details (not necessary if your award is a non cash award)

Account Name:

8 digit Account No:

6 digit Sort Code: ____ - ____ - ____

Payment will be made direct by BACS

Applicant's Signature

Parent/Guardian's Signature

***Payments**

You will be advised by email if your claim is successful. Claims for reimbursement of expenditure are to be made using the 16-19 Bursary Claim Form and receipts must be provided.

Catering and trips payments will be credited to your ParentPay account and therefore receipts are not required



For School Use

Financial Assessment and eligibility confirmed?

YES / NO

Please pay
Max £500.00

£
(or value of "in kind" award)

The student direct

Reimburse school trip/catering

Authorised signature 1

Date

Authorised signature 2

Date

Entered on Sims

Level 3 Financial Assessment Form
Household income between £16,190 and £25,000

3.1 Household members

	Person 1	Person 2
Surname		
First name(s)		
Relationship to Learner		
Contact telephone no		

3.2 Financial Assessment income

To be completed by the person(s) responsible for the household bills'

Person 1	Are you employed (Yes/No)	If yes, please submit P60
Person 2	Are you employed (Yes/No)	If yes, please submit P60

If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive

Benefit received	Income Support	JSA	ESA	Incapacity Benefit	Carer's Allowance	Housing Benefit
Person 1						
Person 2						

3.3 Financial Assessment – Other income

Please tick the relevant boxes to indicate all other income received into the household

Other Income	Working Tax Credit	Child Tax Credit	Child Benefit	Grants or Bursaries	Any other income/benefit Any other income/benefit. Please specify
Person 1					
Person 2					

4 Evidence.

Whatever you have declared in 3.1 and 3.2 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.

The table below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application find the 'Type of income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

Declaration

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I 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.
2. I am aware that the funding covers only this academic year and that I must re-apply next year; there is no guarantee that I will receive, if applicable funding for next year, even if I am eligible for the current year.
3. I am aware that, in order to receive the bursary, students should have no unauthorised absences.
4. I understand that I am expected to attend registration periods, private study and all timetabled lessons.
5. I am aware that students must abide by the standards of behaviour, effort and attendance as agreed at the start of their learning programme as detailed in the Sixth Form Student Planner. If poor behaviour or effort is reported and supported by documentary evidence, I will not be paid for that half term.

Signed (Learner)

Date

Signed (Parent/Guardian)

Date

