



16-19 STUDENT BURSARY APPLICATION FORM

The details on this form should be those of the student requesting support from the Student Bursary Fund

Surname Forename

Address

Postcode Phone Number

Gender: Male Female Date of Birth Age

Have you lived in the UK for the last 3 years? Yes No

If no, where have you lived until now?

Do you have Asylum or Refugee status? No Refugee Asylum

Do you support yourself financially/live independently? Yes No

Do you have a recognised disability under the DDA? Yes No

Are you enrolled at any other school or college? Yes No

Current year of course: Year 1 Year 2 Year 3

16-19 PRIORITY GROUP APPLICATIONS

Which group are you applying for?

Group 1: Student

Yes No

- In care/care leaver
- In receipt of income support
- In receipt of Disability Living Allowance **AND** Employment Support Allowance

Group 2a: Student living in a household where the gross annual income is £20,000 or less (excluding benefits)

Yes No

Group 2b: Student living in a household where the gross annual income is £25,000 or less (excluding benefits)

Yes No

Group 2c: Student living in a household where the gross annual income is £25,000 or more and receive work/child tax credit or universal credit. Students in this category are eligible for a travel bursary only

Yes No

Group 3: Student who has an extreme financial problem, for example a specific educational or independent living cost which cannot be met

Yes No

Are you already receiving a regular Bursary payment? Yes No

If you have applied under Group 3, please detail below the reason you are applying for support

One-off amount required £ Regular amount required £

EVIDENCE / DOCUMENTATION REQUIRED

Depending on which Group you apply for overleaf, you will need to supply the following ORIGINAL documentation which will be copied and returned:

Group 1: Student in care/care leaver/in receipt of Income Support etc:

- Letter from the local authority to evidence looked after status **OR** evidence of entitlement to Income Support **OR** evidence to **BOTH** Disability Living Allowance and Employment Support Allowance.

Group 2a&b: Student with household income of below £25,000:

- Most up to date Tax Credit Award notice (TC602) detailing entitlement to Working Tax Credits or Child Tax Credits **AND**
- Entitlement/award letter showing evidence of a benefit received. Which includes universal credit.
- P60 2020

Group c: Student with household income of above £25,000:

- Most up to date Tax Credit Award notice (TC602) detailing entitlement to Working Tax Credits or Child Tax Credits **AND**
- Entitlement/award letter showing evidence of a benefit received. Which includes universal credit.
- P60 2020

Group 3: Extreme financial problem:

Appropriate evidence to show that the financial problem is extreme and short term. Household income evidence will be required as in Group 2 above UNLESS you are already in receipt of a regular Bursary payment.

*The following questions relate to income in your household. This means the people you live and have some relationship with (not just a friend or housemate). **This information will be treated as confidential for the purpose of this application.***

INCOME

ANNUAL SALARY (BEFORE TAX)	Parent/Guardian 1	£	Attach Evidence
	Parent/Guardian 2	£	
	Self	£	

If you or parent(s)/guardian(s) are in receipt of any benefits please tell us which ones you/they receive.
ALL applicants must provide evidence of benefits at the time of application

Benefits (total into household each week)	£	Weekly	Attach Evidence
Which benefits?	<input type="text"/>		
Child Benefit (total received each week)	£	Weekly	
Any Other Income (inc. Child Maintenance payments)	£	Weekly	
Please state type of income	<input type="text"/>		

BANK DETAILS

IMPORTANT: In order for your application to be processed, you must have a bank or building society account in your own name to enable the payments to be made. You must attach a bank or building society statement.

PLEASE PRINT CLEARLY

Bank / Building Society	<input type="text"/>						
Name of account holder	<input type="text"/>						
Sort Code	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	Account Number	<input type="text"/>

DECLARATION**You must sign the declaration below**

- I have read and understood the conditions of assistance from the Student Bursary Fund and have answered all relevant questions to the best of my knowledge.
- I have read and understood the Dukeries16-19 Student Bursary Policy and the Student Absence Guidelines.
- I accept that if I have intentionally given any incorrect or misleading information, I shall be liable to repay any amount paid to me or on my behalf in full immediately.
- I confirm that I will attend college regularly. I am aware of the 100% attendance requirement for all subjects and the behaviour requirements as outlined in the Student Bursary Contract.
- If I give up my course before completion, I understand that I may be liable to repay any money paid to me or on my behalf.
- I understand that whilst I am in receipt of Bursary funds, it is my responsibility to immediately notify the College of any changes in my circumstances.

Signed Signed Date

(Student) (Parent/Guardian if under 19)

PLEASE ENSURE THAT YOU HAVE PROVIDED ALL THE EVIDENCE WE REQUIRE TO ASSESS YOUR FORM**IF YOU HAVE COMPLETED THE FORM ONLINE PLEASE PRINT AND SIGN IT****ONCE COMPLETE, PLEASE RETURN THE APPLICATION FORM AND ALL ORIGINAL DOCUMENTATION TO:**

- **SIXTH FORM OFFICE/ HEAD OF SIXTH FORM**

STUDENTS WHO FAIL TO MEET 100% ATTENDENCE REQUIREMENT FOR ALL SUBJECTS OR WHO HAVE DISCIPLINARY WARNINGS, MAY HAVE SUPPORT WITHDRAWN**Office use only**Date Application received **Support approved?** Yes No **Approved/rejected by** Priority 1 Priority 2 Priority 3