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 (taxable excluding benefits) Yes [ ] No [ ]

Group 2b: Student living in a household where the gross annual income is £25,000 or less (taxable 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 £ [ ]

2021

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?			
Child Benefit (total received each week)	£	Weekly	
Any Other Income (inc. Child Maintenance payments)	£	Weekly	
Please state type of income			

BANK DETAILS

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

PLEASE PRINT CLEARLY

Bank / Building Society

Name of account holder

Sort Code   -   -   **Account Number**

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 <u>ALL ORIGNAL DOCUMENTATION</u> TO:

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

<u>STUDENTS WHO FAIL TO MEET 100% ATTENDENCE REQUIREMENT FOR ALL SUBJECTS OR WHO HAVE DISCIPLINARY WARNINGS, MAY HAVE SUPPORT WITHDRAWN</u>