

## 16-19 Bursary Fund Application form

Further information and more detail about the 16-19 Bursary Fund can be found on our website. It may be useful to read it through before completing this application form.

Applications must be made by the student that is in need of the financial assistance provided by the bursary.

### Section 1 – Personal Details

Name:		Date of birth:	
Address:			
Post code:			
Tel:		email:	

I wish to apply for a bursary from the following category (please tick the box):

<b>Category 1: Bursary for defined vulnerable groups</b>	<input type="checkbox"/>
<b>Category 2: Discretionary Award</b>	<input type="checkbox"/>

### Section 2 - Personal Circumstances (all applications are treated in the strictest confidence)

	Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?		
Are you or a member of your household in receipt of Universal Credit?		
Are you disabled and in receipt of Employment Support Allowance Disability Living Allowance and also Personal Independence Payment?		
Have you been in receipt of free-school meals?		
Do you or your parents receive any of the following benefits?	Please tick	Amount per month
Universal Credit		

If you live with or are financially dependent upon your parent(s) or guardians(s) and they are on low incomes, please give the following details	
Name	
Address (if different from yours)	
	Amount per week
You must provide clear evidence of your household income level. Examples may include; P60, Tax Credit Award Notice or evidence of self-employed earnings), Income Support information, Inland Revenue Form beginning TC60	

**Section 3 – Financial Assistance Required**

Please indicate below the types of expense for which you need financial assistance. All information provided is strictly confidential and will only be used for the assessment purpose. Please indicate the cost of any individual items.

***Your application will not be considered if you do not complete this section.***

--

**Section 4 – Student Declaration**

I certify that the information I have provided is correct and that I have provided supporting evidence. I understand that it is my responsibility to inform All Saints' Academy of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.

Signed		Print Name	Date
--------	--	------------	------

**Procedure**

1. Application form (with supporting evidence) to be completed by the student/parent and submitted to Mrs Cain (Head of Sixth form)
2. Within 10 working days your application will be assessed; You will then be informed of their decision within 2 working weeks.
3. You are entitled to appeal against any decision (See Bursary statement)
4. Some provision may be available for immediate emergency payments.
5. If a student who has received financial assistance leaves before the completion of their course they may be required to repay all or part of their grant.

**Bank Details for Payment**

All bursary payments are made by bank transfer. Please confirm the details of the bank account to which the payment should be made.

<b>Name on bank account</b>	
<b>Sort Code</b>	
<b>Account number</b>	
<b>Email address</b>	

A remittance advice will be sent to the email address provided above on the date the payment is processed and funds will be received 3 working days later.

**For Office Use only**

<b>To be completed by Sixth Form Tutor</b>	
Please provide the details requested below and pass the completed form to the Head of Sixth Form for authorisation. Attendance : Punctuality : Meeting study deadlines :	
Name of Tutor	
Date Completed	

<b>To be completed by Head of Sixth Form or Finance Director</b>	
Application is eligible and accepted	Yes / No
Is supporting documentation attached	Yes / No
Application is rejected	Yes / No
Has the student been notified of the decision	Yes / No
If the application is rejected, please give details	
Signed	
Date	

Please pass the completed and authorised form to Finance along with any supporting documents provided by the student. Payments can only be processed with the signed authorisation of the Head of Sixth Form or the Finance Director.