

**Post 16 Bursary Fund Application Form: Level 2: Discretionary Award**

This can be used to support various aspects of your education including transport, equipment, meals, visits and other course related costs where household income is low.

**Part 1: Student Details**

<b>Surname</b>	<b>First names</b>
<b>Date of Birth</b>	<b>Age on 31/8/2018</b>
<b>Home Address</b>	<b>Home Tel:</b>
	<b>Mobile Tel:</b>
	<b>Email:</b>
<b>Post code</b>	
Have you been resident in the UK and islands for the whole of the three-year period preceding your course, other than for the purposes of full-time study? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'NO' please give the date you moved to the UK.....	

**Part 2: Parent or Guardian Details**

<b>Surname</b>	<b>Title and First Name</b>
<b>Home Address</b> <i>(if different from above)</i>	<b>Home Tel:</b>
	<b>Mobile Tel:</b>
	<b>Email:</b>
<b>Post code:</b>	

**Part 3: Household Details; please list all those who live with you**

<b>Name</b>	<b>Relationship to you</b>	<b>Age if under 16</b>
Do you live in supported housing or foster care home? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please give key worker <b>contact name and phone number</b> .....		

**Part 4: Course Details**

<b>Please list your subjects:</b>	<b>Tutor Group</b>

**Part 5: Support Required:** *Please indicate the help you require by ticking the appropriate boxes. It may not be possible to provide assistance with all the items you request.*

Essential equipment/materials <input type="checkbox"/>	Higher Education visits and UCAS fee <input type="checkbox"/>
Essential books <input type="checkbox"/>	Meals whilst in sixth form <input type="checkbox"/>
Essential trips/visits <input type="checkbox"/>	Transport to/from sixth form <input type="checkbox"/>

**Please give details of the above:**

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**If you wish to apply for assistance with the cost of travelling to and from sixth form please describe below the means of transport you usually use, and if you use the bus where you board and the number.**

Cost per day: £

Season Ticket

**Part 6 : Bank Account Details: this must be your own bank account** and not that of your parents and payment will usually be made by direct transfer

<b>Bank Name and sort code:</b>	<b>Bank Address:</b>
<b>Account Name:</b>	<b>Account number:</b>

**Part 7: Income Details for your Household**

The school will need to take account of your financial circumstances. If you do not have the specified evidence but there are special circumstances which apply, please submit a supporting letter outlining these.

**Please complete the following for the household.** *Please indicate which of the following benefits/income you are currently in receipt of and provide the evidence indicated. Do not include the student's own income from part time work.*

Type of Income	Amount Received	Evidence Required	College use only
Income Support		Award letter which is less than 3 months old on the date of this application.	
Jobseeker's allowance (income based)		Award letter which is less than 3 months old on the date of this application.	
Housing Benefit		Award letter which is less than 3 months old on the date of this application.	

Council Tax Benefit		Award letter which is less than 3 months old on the date of this application.	
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award notice.	
Pension Credit (Guarantee Credits only)		Award letter which is less than 3 months old on the date of this application.	
Income-based Employment and Support Allowance (ESA)		Award letter which is less than 3 months old on the date of this application.	
Other: Benefits/Pensions ( <i>please specify</i> )		Award letter which is less than 3 months old on the date of this application.	
Earned income / self-employed with no additional benefits		Last 3 monthly wage slips or last 6 weekly wage slips or audit accounts.	

Thank you for your application, it will now be considered by the Bursary Panel and you will be informed of the decision as soon as possible. Any payment made is subject to the conditions set out in the letter to students, in particular in reference to attendance, punctuality and adherence to the sixth form agreement.

**The Discretionary Learner Support Fund is cash limited and can only be allocated whilst funds last. Funding cannot be guaranteed for the whole year nor in cases of over-demand.**

#### **Part 8: Declaration**

I certify that the information given above is correct and understand that the sixth form has the right to reclaim any funds and equipment if I am found to have provided incorrect information or do not complete my course. I will advise the sixth form immediately if my household circumstances change. I understand that any payment made is subject to the conditions set out in the letter to students, in particular in reference to attendance, punctuality and adherence to the sixth form agreement.

**Signature of parent/carer:**

**Signature of student:**

**Date:**

Please return form to Miss Gillott in the Sixth Form Office

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School Use only:

Date of Panel Meeting:

Evidence seen:

Decision: