

Bursary Fund Application Form 2019/20

This completed Application Form and relevant evidence must be handed in within 4 weeks of your start date.

If the Application Form and evidence is presented later than that date, payments cannot be backdated.

Please complete the form and bring it together with your supporting evidence as soon as possible.

Title		Surname		First Name	
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Address	
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Phone/Mobile		Email	
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Date of Birth (DD/MM/YY)		Your Age		You must be 16, 17 or 18 (i.e. under 19) on 31 st August 2019 to apply.
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Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the EFA's residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

Type A Bursary - Vulnerable Person Criteria

To qualify you must fall into one of the categories below and produce the required evidence as stated.

Are you personally in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement letter)	Yes		No	
Are you a 'Care Leaver' or currently looked after in care? (evidence required - letter from Local Authority)	Yes		No	
Are you a disabled student who is in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments?	Yes		No	

Type B Bursary – Free School Meals students

Are you in receipt of Free School Meals and therefore eligible for Bursary Type B Yes / No

Type C - Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £27,000 per annum, you will not be eligible for a **Type C** bursary payment. However, there could still be support available to help with one off costs and applications for this can be made in writing to Mrs Johnson.

Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments. We may ask for more than one of the following:

P60 (both parents/guardians)		Income Support / Universal Credit (award letter)		Full TCAN notice	
Self employed earnings (official tax return)		Other benefits/pension (award letter)		Wage slips (3 most recent wage slip)	

Type D Bursary – Unique circumstances for those whose income exceeds £27,000

We recognise that occasionally there may be unique circumstances that create a barrier to learning. We may be able to provide a discretionary payment in such circumstances. The amount of financial assistance you can claim is dependent on the total funds that we have available after we have committed to the other bursaries above, the total number of applicants we receive, and your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. You should set out the reasons for your claim in writing to Mrs Johnson as well as filling in the following section of the form. This information is strictly confidential and will only be used for this assessment purpose.

ALL applicants should provide details below of the items that they wish to have funded through the bursary funds	How much will you need?
Travel (Eg Annual Bus pass)	
Meals: Lunch	
Appropriate clothing to suit training and placement requirements	
Equipment	
Any other, eg Educational Visits	

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I will attend regularly and complete the course for which my bursary is supporting me. I understand that if the school is not satisfied with my attendance or performance they have the right to refuse to meet future claims.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my provider immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, ie trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Welcome Programme.
- I understand that in the first instance purchase of necessary resources should be made by Bradgate Sixth Form, where this isn't possible receipts must be provided for all expenditures incurred.
- I understand that where possible bursaries will be paid in-kind.

I confirm I have read the 'Bursary Fund - Information for Learners' which was given to me with this application.

Applicant Signature

Date

If claiming for re-imburement of existing purchases, please complete the following details and attach relevant receipts

Account Name														
Sort Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If Account is a Building Society Account, also provide Roll No														
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address for Remittance Advice														

FOR OFFICE USE ONLY

Eligibility Assessment– please tick appropriate box

Vulnerable Bursary Type A		<ul style="list-style-type: none"> Those young people who receive income support/universal credit Care Leavers or young people who are looked after children Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP
Discretionary Bursary Free School Meals Type B		<ul style="list-style-type: none"> BAND A - Students on FSM – Bursary funding of up to £1200
Discretionary Bursary Income Related Type C		<ul style="list-style-type: none"> BAND A – Household with an Income below £18,000 – A maximum payment of up to £1000.00 BAND B – Household with an income between £18,001 - £22,999 – A maximum payment of up to £750.00 BAND C – Household with and income between £23,000 - £26,999 – A maximum payment of up to £500.00
Discretionary Bursary Unique Circumstances Type D		<ul style="list-style-type: none"> Young people who do not qualify for the above bursaries but who require specific assistance with the costs of participating in learning.
Assistance Requested		Assistance Granted ✓
Travel		
Meals		
Appropriate clothing to suit training and placement requirements		
Equipment		
Any other		

Signed: _____ **Date:** _____

Name: _____ **Position:** _____