

# 16-19 bursary application form

The form below will help us assess whether you are eligible for a 16-19 bursary. Please complete the form accurately to the best of your knowledge and ask a member of staff or parent if you need help with any of the sections.

To be eligible for a 16-19 bursary, you must be aged 16 or over, but under age 19, on 31 August.

If you are over the age of 19, you may still be eligible for a discretionary bursary if you are completing a study programme you began when aged between 16 and 18, or if you have an education, health and care (EHC) plan. If this is the case for you, please ensure you complete section four.

If you are under the age of 16, you may still be eligible for a bursary if you are undertaking an accelerated programme of study.

<b>Section one: personal details</b>		
Please provide your personal details.		
<b>Personal details</b>		
<b>Full name</b>		
<b>Age</b>		
<b>Date of birth</b>		
<b>Home address</b>		
<b>Home telephone number</b>		
<b>Mobile telephone number</b>		
<b>Email address</b>		
<b>Young offenders</b>		
Young offenders may be eligible for a bursary if they meet certain conditions. Please answer the following questions to determine your eligibility. If this section is not applicable, please go to section two.		
<b>Are you serving a custodial sentence?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you been released from a custodial sentence on a temporary license?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you been remanded to a secure institution?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section two: parental details

Please provide the details of one parent.

### Parental details

Full name

Relationship to student

Home address

Home telephone number

Mobile telephone number

Work telephone number

Email address

## Section three: vulnerable bursaries

This section is for students who may be eligible for a vulnerable bursary of up to £1,200. If any of the below criteria apply, you are eligible to apply for a vulnerable bursary.

Each application is assessed on a case-by-case basis and eligibility does not entitle any student to receive the bursary. If a student is eligible for a vulnerable bursary, but assessment finds that the student does not require it, e.g. there are no financial needs or financial needs are already met via alternative means, the student may not be allocated a bursary, or a reduced amount of funding may be offered.

Please tick as appropriate. If you ticked 'No' to all these questions, please skip the rest of this section and go to section four.

### Vulnerable bursaries

Are you in care?

Yes

No

Are you a recent care leaver?

Yes

No

Are you receiving Income Support or Universal Credit as a result of supporting yourself financially, or supporting someone dependent on you and living with you, such as a child or partner?

Yes

No

<b>Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, <u>as well as either Employment Support Allowance (ESA)* or Universal Credit?</u></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are you enrolled in a course which has a duration greater than 30 weeks?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

\*Parents should be aware that if their child successfully applies for ESA, they as parents will be unable to continue to claim Child Benefit.

### Evidence

If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained for six years for auditing purposes.

Please provide evidence as follows:

- If you are in care or a recent care leaver: written confirmation, such as a letter or an email, of your current or previous looked-after child status from the relevant local authority (the local authority that looks after you or provides your leaving care services)
- If you are in receipt of universal credit or income support, a copy of your universal credit or income support claim/award notice. This must clearly state that the claim is in your name and confirm that you are entitled to the benefit in your own right. If you are in receipt of universal credit, a document such as a tenancy agreement, a child benefit receipt, children's birth certificates or utility bills must be presented.
- If you are in receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments: a copy of the Universal Credit or ESA award from the Department for Work and Pensions, **as well as** evidence of your receipt of Disability Living Allowance or Personal Independence Payment

### Section four: discretionary bursaries

This section is for students who may be eligible for a discretionary bursary. These will be allocated on different levels (L1, L2 or L3) based on your needs. We assess applications for discretionary bursaries on a case-by-case basis. If your application is successful, the setting will decide the amount of funding allocated. Household income will be considered alongside the other factors in this section to determine whether an L1, L2 or L3 bursary may be awarded.

Please tick as appropriate for each question.

### Household income and circumstances

<b>Are you aged 16, 17 or 18?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are you aged 19 or over and completing a course you began aged 16-18?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Are you aged 19 or over and have an EHC plan in place?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are you under the age of 16 and following an accelerated study programme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you live with only one parent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a dependent sibling?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you a young carer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you a parent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you entitled to free school meals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Levels of Household Income (Maximum eligibility criteria is £31,000). Please note Evidence of household income required: The last 3 x monthly Universal Credit Awards / Wage slips / Self Employment accounts / P60</b>			
L1 discretionary bursary	Is your total household income less than, or equal to, <u>£20,000</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L2 discretionary bursary	Is your total household income more than <u>£20,000</u> but less than, or equal to, <u>£25,000</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
L3 discretionary bursary	Is your total household income more than <u>£25,000</u> but less than, or equal to, <u>£31,000</u> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section five: funding needs</b>			
Please fill out the table below to outline how much funding you require to cover each cost and, where applicable, the length of time you require the funding for, e.g., six months of transport. The setting will use the information provided in this section alongside the information outlined in sections three and four to determine the outcome of the application.			
<b>Funding needs</b>			
<b>Item</b>	<b>How much will you need? (£)</b>	<b>How long for? (months)</b>	
Transport (per day)			
Books and equipment			

<b>Uniform</b>		
<b>Educational trips</b>		
<b>Other (please specify)</b>		

### Section six: bank details

Please complete the table below with details of your bank account. This should be your own bank account, not the bank account of a parent. Payments can only be made to joint accounts where you are the named account holder. Joint account holders must attach a current account statement to this form as evidence.

Students and parents should note that, should an application be successful, the setting will make in-kind payments wherever possible, e.g. in travel vouchers, books or equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

#### Bank or building society details

<b>Name of branch</b>	
<b>Address of branch</b>	
<b>Name of account holder</b>	
<b>Account number</b>	
<b>Sort code</b>	

### Section seven: important information

#### Dates for submitting application

All applications for the bursary should be submitted to the setting **by 10<sup>th</sup> September**. This will enable us to assess the overall demand and distribute discretionary awards correctly and fairly.

We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure students' needs can be met throughout the academic year.

Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

Students and parents should note that we will exercise discretion as to whether to carry out household income checks annually or just once at the beginning of students' study programme.

[Where it is deemed necessary to conduct annual checks of household income eligibility, a signed and dated self-declaration form will be obtained via students to confirm that household circumstances have not changed.

### Meeting attendance and behaviour expectations

For an application to be successful, you must meet the agreed standards for attendance and behaviour set by the institution. You must adhere to the Pupil Code of Conduct and Behaviour Policy and

- Attend all subject lessons.
- Attend all tutorial/registration sessions.
- Follow the correct Notification of Absence Procedure, provided at induction.
- Adhere to the expectations detailed in the Student Sixth Form Agreement.

Authorised absences will not affect your eligibility for the bursary. Holiday breaks and unauthorised absences are not permitted during school time and will affect your eligibility.

Students and parents should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the setting may withhold further payments of the bursary. The setting will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if there is evidence the student intends to return.

Before withholding any payments, the setting will consider the effect that this may have on students' individual circumstances.

### Providing false information

Students and parents must be aware that any evidence provided to support this application must be valid. The setting has the right to investigate any false information supplied and will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, the setting will report this to the Education and Skills Funding Agency and may also report it to the police. Significant fraud involves the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

### Maintaining confidentiality

Any information given to the setting will only be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) will not be shared with other students, members of staff, or other parties unless necessary for the application. Where we deem it necessary to share this information, we will only do so with your consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The setting has a duty to protect public funds it handles. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. You will be informed if your information is being shared, in accordance with the UK GDPR and Data Protection Act 2018. The information will be held in accordance with storage requirements defined by the UK GDPR and will be held for as long as necessary.

### Section eight: declaration

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application.

**If any information presented in the form changes, I will inform the setting immediately to ensure funding is allocated correctly.**

<b>Name (student)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Name (parent)</b>	
<b>Signature</b>	
<b>Date</b>	

### For office use only

Fill in the table below as applicable and use the eligibility checklist to outline whether sufficient evidence has been received to support the student's application.

<b>Details</b>		
<b>Date application received</b>		
<b>Application completed by</b>		
<b>Date of bursary review</b>		
<b>Has the student's application been accepted or declined?</b>	Accepted <input type="checkbox"/>	Declined <input type="checkbox"/>
<b>Reason for application being accepted or declined</b>		
<b>Is evidence present?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If any, which bursary has been approved?</b>		Not approved <input type="checkbox"/>

<b>Eligibility checklist</b>	
<b>All bursaries</b>	
Student meets age criteria	
The student's education provision fits the eligibility criteria	
Student meets the residency criteria for post-16 provision	
Evidence of eligibility has been obtained	
<b>Vulnerable bursaries only</b>	
<b>In care or care leaver</b>	
Written confirmation of current or previous LAC status from relevant LA	<input type="checkbox"/>
<b>In receipt of Income Support</b>	
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training	<input type="checkbox"/>
<b>In receipt of Universal Credit</b>	
Copies of the Universal Credit Award notice from the last <b>three months</b> – this includes evidence that the student is entitled to the benefit in their own right	<input type="checkbox"/>
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a Child Benefit receipt, a child's birth certificate or utility bills	<input type="checkbox"/>
<b>In receipt of Universal Credit or ESA and Disability Living Allowance or Personal Independence Payments</b>	
A copy of the Universal Credit or ESA award from the Department for Work and Pensions	<input type="checkbox"/>
Evidence of receipt of Disability Living Allowance or Personal Independence Payment	<input type="checkbox"/>
<b>Discretionary bursaries only</b>	
<b>Household income and circumstances</b>	
Evidence of household income at either L1, L2 or L3	<input type="checkbox"/>

Evidence of living in a single-parent family	<input type="checkbox"/>
Evidence of having a dependent sibling	<input type="checkbox"/>
Evidence of being a young carer	<input type="checkbox"/>
Evidence of being a parent	<input type="checkbox"/>
Evidence of being in receipt of FSM	<input type="checkbox"/>