



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 (excluding benefits)

Yes No

Group 2b: Student living in a household where the gross annual income is £25,000 or less (excluding benefits)

Yes No

Group 2c: Student living in a household where the gross annual income is £25,000 or more (excluding benefits). 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 £

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.

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.
- For those not in receipt of benefits 2019 P60

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	<input type="text"/>	Attach Evidence
	Parent/Guardian 2	<input type="text"/>	
	Self	<input type="text"/>	

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)	<input type="text"/>	Weekly	Attach Evidence
Which benefits?	<input type="text"/>		
Child Benefit (total received each week)	<input type="text"/>	Weekly	
Any Other Income (inc. Child Maintenance payments)	<input type="text"/>	Weekly	
Please state type of income <input type="text"/>			

BANK DETAILS

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

PLEASE PRINT CLEARLY

Bank / Building Society	<input type="text"/>						
Name of account holder	<input type="text"/>						
Sort Code	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	Account Number	<input type="text"/>

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 ALL ORIGINAL DOCUMENTATION TO:

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

STUDENTS WHO FAIL TO MEET 100% ATTENDANCE REQUIREMENT FOR ALL SUBJECTS OR WHO HAVE DISCIPLINARY WARNINGS, MAY HAVE SUPPORT WITHDRAWN

Office use only

Date Application received

Support approved? Yes No

Approved/rejected by

Priority 1

Priority 2

Priority 3