



**16-19 Bursary Fund Application Form**

*Please read through the 16-19 Bursary Fund guidance before completing this form.*

*The application, including all evidence of entitlement, should be sent for the attention of your Head of Year, clearly labelled 'Bursary Fund Application'.*

**Part 1 - Student Details:** Please provide here all details relating to the **student** studying at The Heathland School

<b>Surname</b>		<b>First Name</b>		<b>Male/Female</b>
<b>Date of Birth</b>		<b>Age on 1<sup>st</sup> September this academic year</b>	Years	months
<b>Address</b>			<b>Have you been resident in the UK for the whole of the three-year period prior to starting your course at The Heathland School (please complete below as appropriate)?</b>	
Yes Name of previous School if not The Heathland School:  Provide your passport			No Provide your passport and date you moved to the UK.	

**Part 2.1 – Personal Circumstances for the STUDENT**

If any of the following circumstances apply to you, as a STUDENT please tick the appropriate box:

- As a STUDENT I am** 16-18 years old, live independently and claim income support/universal credit
- As a STUDENT I am** looked after by the local authority
- As a STUDENT I am** a care leaver
- As a STUDENT I am** 16-18 years old and receive income support
- As a STUDENT I am** 16-18 years old and I am a parent receiving income support

**If any of the above are relevant to you please complete Appendix 2 below attaching the appropriate pieces of evidence to support your application.**

### **Part 2.2 – Student Studies**

Tutor Group:	
Subjects being studied at The Heathland School 6th Form:	What Courses are you studying: (Circle as appropriate) A Level BTEC GCSE Retake English and/or Maths
Subject 1:	
Subject 2:	
Subject 3:	
Subject 4:	

### **Part 2.3 – Payment**

The Heathland School will purchase equipment, learning resources and uniform as requested via the appropriate Bursary Request Forms. Items remain the property of The Heathland School and, may be, requested to return at the end of the course in good condition. Other payments, such as for trips, will be made direct to Departments on your behalf. No payments will be made until after October Half Term where the student has met the attendance, punctuality and behaviour expectations, unless a Curriculum trip is promoted within that first half term. Any refunds that are agreed, for example additional transport fees, will be made by BACS directly to the students account as long as appropriate VAT receipts have been provided. Transport for London accounts may also be considered for transport fees. **No cash payments are made under the 16-19 Bursary Fund.**

<b>Students Banks Account Details</b>	<b>Sort Code</b>	<b>Account Number</b>
Account Name:		

**Part 3.1 - Parent/Carer Details:** Please provide here all details relating to the student's **Parent's/Carer's**

	PARENT/CARER 1	PARENT/CARER 2
<b>Surname</b>		
<b>First Names</b>		
<b>Salutation</b>	Dr/Mr/Miss/Miss/Ms	Dr/Mr/Miss/Miss/Ms
<b>Relationship to Student</b>		
<b>National Insurance Number (up to 13 characters)</b>		
<b>Address</b>		
<b>E-mail address</b>		
<b>Home Telephone Number</b>		
<b>Mobile Phone Number</b>		

**Part 3.2 – Free School Meals**

Is your son/daughter as stated above in receipt of Free School Meals at The Heathland School/other school?	Yes	No
	Circle as appropriate	
Do you have any other children studying at The Heathland School in receipt of Free School Meals?	<b>Child's Name</b>	<b>Tutor Group</b>

**Part 4 – Financial Assessment**

Please complete the below for each Parent/Carer and attach evidence of your gross household income as directed in Appendix 1\*

<b><u>PART 4: EVIDENCE PROVIDED</u></b>				
<b>EVIDENCE</b>	<b>Parent 1 as stated in PART 3</b>		<b>Parent 2 as stated in PART 3</b>	
	<b>MONTHLY</b>	<b>ANNUAL</b>	<b>MONTHLY</b>	<b>ANNUAL</b>
Salary				
Other family income (2 <sup>nd</sup> job/rental of a property etc)				
Income Support/Universal Credit				
Jobseekers Allowance				
Employment Support Allowance				
Incapacity Benefit				
Disability Living Allowance				
Carers Allowance				
Housing Benefit				
Any other benefits: Name:				
Working Tax Credit				
Child Tax Credit				
Pension Credit				
Child Benefit				
Grants or Bursaries				
Any other income:				
<b>ANNUAL INCOME Per Parent</b>				
<b>Combined Gross Household Income Total:</b>				

**Part 5: Declaration**

I confirm that the details on this application are true and accurate to the best of my knowledge.

**IF YOUR HOUSEHOLD CIRCUMSTANCES CHANGE YOU MUST TELL THE SCHOOL IMMEDIATELY.**

**Part 5: Parent/Carer declaration**

I certify that all the information on this form is correct to the best of my knowledge at the time of submission. I understand that the school has the right to reclaim any funds and equipment costs if I am found to have provided any incorrect information. I confirm that I/we will be in receipt of one or more of the benefits or have an annual income as stated on the Bursary Fund application form for the whole or part of the duration of the academic year. I/we agree to inform the school of any changes in circumstances during this time. I/we understand that failure to inform the school of any changes to circumstances could result in monies having to be paid back to the fund.

I sign below to confirm that I fully understand that my National Insurance Number above will only be used to verify my Gross annual income in order that my son/daughter may receive the 16-19 Bursary:

<b>Signature of Parent/Carer 1</b>	<b>Date</b>
<b>Signature of Parent/Carer 2</b>	<b>Date</b>

**Part 6. Student Declaration**

I agree to comply with the school policies in respect of attendance (at least 90%), lateness (below 10 lates per term), behaviour and following the Home-School Agreement of the Sixth Form. I am aware that failure to meet these expectations will result in no further payments being made from the Bursary until these expectations are met.

I am aware that the funding covers only this academic year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for this academic year.

<b>Signature of student</b>	<b>Date</b>
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*The completed application, including all evidence of entitlement, should be sent/handed in to the appropriate Head of Year, clearly labelled 'Bursary Fund Application'.*

**APPENDIX 1: Application for Discretionary Bursary under Level 1, 2 or 3 funding**

*This form should be submitted in addition to the main application form (linked to Part 4) and should be accompanied with appropriate evidence.*

**Students Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

I/We wish to apply for a **Discretionary Bursary**, for our son/daughter above, under the level indicated on the main application form and confirm (please tick):

My gross household income is below £25,000 per annum	
My household is in receipt of other means tested benefits	
My son/daughter, as stated above, is in receipt of Free School Meals at The Heathland School	

I attach the following evidence in support of my application (please tick):

<b>EVIDENCE PROVIDED</b> Please tick Parent 1 or 2 column as appropriate	<b>Parent 1</b>	<b>Parent 2</b>
Salary - Pay slips (minimum 3 months) or tax return form verified by a qualified Accountant		
Salary - P60 for relevant tax year		
Other family income (2 <sup>nd</sup> job/rental of a property etc) – relevant paperwork		
Income Support/Universal Credit (award letter/statements last 3 months)		
Jobseekers Allowance (award letter/statements last 3 months)		
Employment Support Allowance (award letter/statements last 3 months)		
Incapacity Benefit (award letter/statements last 3 months)		
Disability Living Allowance (award letter/statements last 3 months)		
Carers Allowance (award letter/statements last 3 months)		
Housing Benefit (award letter/statements last 3 months)		
Any other benefits (award letter/statements last 3 months)		
Working Tax Credit (Pages 1-4 of most recent full award notice)		
Child Tax Credit (Full award notice letter within the year)		
Pension Credit (award letter/statements last 3 months)		
Child Benefit (Full award notice letter within the year)		
Grants or Bursaries (Relevant paperwork outlining entitlement and amount paid)		
Any other income: Pension for example (Relevant paperwork outlining entitlement and amount paid)		

Signed (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent/Carer 1): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent/Carer 2): \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX 2

### **Application for Vulnerable Student Bursary – maximum available £1200/annum**

*This form should be submitted in addition to the main application form and should be accompanied with appropriate evidence*

Students Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I wish to apply for the **Vulnerable Student Bursary** under the following criteria (please tick as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of Income Support or Universal Credit in my own right
- I am disabled and receive both Employment Support Allowance or Universal Credit or Disability Living Allowance or Personal Independence Payments in my own right

I attach the following pieces of evidence to support my application (please tick):

- Proof from Local Authority that I am in care or have just left care
- Proof from the relevant government departments of the benefits I am receiving

**I certify that the details on this application and the evidence provided are true and accurate.**

Signed (Student) \_\_\_\_\_

Date \_\_\_\_\_