



**16-19 Bursary Fund Application Form**  
**2020-21**

*Please read through the information sheets attached before completing this form.*

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

**Part 1 - Student Details**

<b>Surname / Family Name</b>	
<b>First Names</b>	
<b>Date of Birth</b>	
<b>Address</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 tick as appropriate)? Yes No (if no, please give the date you moved to the UK)	
<b>E-mail address</b>	
<b>Home Telephone number</b>	
<b>Mobile number</b>	

## **Part 2 – Personal Circumstances**

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

- You are 16-18 years old, live independently and claim income support/universal credit
- You are looked after by the local authority
- You are a care leaver
- You are 16-18 years old and receive income support
- You are 16-18 years old and you are a parent receiving income support

## **Part 3 - Parent / Carer Details**

<b>Surname / Family Name</b>	
<b>First Names</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>E-mail address</b>	
<b>Home Telephone Number</b>	
<b>Mobile Phone Number</b>	
<b>Gross household income (per annum)</b>	

**Part 4 - Please attach evidence of your gross household income\***

This application for the 16-19 Bursary Fund is made at the following level (*please tick only **one** category*):

<b>Vulnerable</b>	<input type="checkbox"/>	<b>Level 1 Income below £12,000</b>	<input type="checkbox"/>	<b>Level 2 Income between £12,000-£20,000</b>	<input type="checkbox"/>	<b>Level 3 Income between £20,000-£25,000</b>	<input type="checkbox"/>
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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.  
FAILURE TO DO SO COULD RESULT IN MONIES HAVING TO BE PAID BACK TO THE FUND.**

**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 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 undertake to inform the school of any changes in circumstances during this time. I understand that failure to inform the school of any changes to circumstances could result in monies having to be paid back to the fund.

**Signature of parent/carers or student living independently**

**Date**

**Part 6. Student Declaration**

I agree to comply with the school policies in respect of attendance (at least 96%), lateness, 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.

**Signature of student**

**Date**

*The completed application, including all evidence of entitlement, should be sent/handed in at the main School Office for the attention of the Head Teacher, 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 and should be accompanied with appropriate evidence*

**Full Name** .....

**Date of Birth** .....

I wish to apply for a Discretionary Bursary under the level indicated on the main application form and confirm (*please tick*):

- My gross household income is below £25,000 per annum
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. transport, books etc.)	Amount applied for	Total

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

- a letter from the Department of Work and Pensions showing receipt of benefits
- a P60
- a Tax Credit Award Notice
- evidence of your family's annual income
- 3 months' worth of payslips or bank account statements

Signed (Student) .....

Date .....

Signed (Parent / Carer) .....

## 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*

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 .....