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|  | **BURSARY APPLICATION FORM** For learners aged 16 – 18 on 31 August 2025**Academic Year 2025/26** |

Complete this form in **BLACK INK** and in **BLOCK CAPITALS.**

Answer all of the questions required – enter N/A, NO or NIL where appropriate.

Make sure you & your Parent/Carer sign and date the application on page 3.

**Section 1:**

**Your Personal Details**

Your first names (in full)

Your surname (in full)

Academy

N

ame,

Year

Group and Form

Your date of birth

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/

☐

☐

/

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☐

Your home address.

Email

**Section 1 (a) Residency Questions**

What is your nationality?

Have you lived in the UK for the 3 years preceding the first day of your course?

**Yes**

☐

**No**

☐

Are you an asylum seeker?

**Yes**

☐

**No**

☐

**Section 1 (b) Which courses are you taking?**

**Postcode:**

**Section 1 (c)**

**Student**

**Bank details for payments (must be student’s own bank account)**

**Bank**

**Account Name**

**Sort code**

**Account number**

**r**



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| **Section 2a: About the other people living in your home** Surname First Name(s) Relationship to you **Section 2****b:** How many brothers / sisters live with you (under the age of 18 and unwaged)  |
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| **Section 3: Household Income – to be completed by parent(s) / carer(s)**  |
|  | **Parent / Carer (1)**  | **Parent / Carer (2)**  |
|  **Please enter names:**  |  |  |
| Employment income (please provide latest P60)  | £ | £ |
| Self-employment income (please provide tax return)  | £ | £ |
| Income from savings, shares, investments, trusts, dividends etc. (please provide official evidence)  | £ | £ |
| Pension income (please provide latest P60)  | £ | £ |
| Any other household income (please provide evidence)  | £ | £ |
| Universal/Tax credit (please provide official evidence)  | £ | £ |
| Child Support Maintenance (please provide evidence)  | £ | £ |
| Other benefits (e.g PIP/ESA/Income support/Carers Allowance) – please specify. ………………………………………………………… *Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined*  | £ | £ |

**Section 4**

**:**

**How**

**you are p**

**lanning to get to / from Sixth Form?**

Public

Bus

☐

School Bus

☐

Car

☐

Cycle

☐

T

rain

☐

W

alk

☐

Other

School or public bus

name/number

If you require assistance with the cost

 of travel, please provide details of the

ese statements relate to the student):

weekly/monthly costs

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| **Section 5: Learner Status** The school prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements (Please note these statements relate to the student):   **Yes No** I am in receipt of Disability Living Allowance/Personal Independence Payments ☐ ☐ I am in receipt of Income Support or Universal Credit ☐ ☐I am in care / classed as a 'looked after child' by the Local Authority ☐ ☐I have been in care and am now classed as a 'care leaver' ☐ ☐I am in receipt of Employment Support ☐ ☐I receive free school meals ☐ ☐ |
| **Section 6****:****Additional costs (What do you need?)**Please use this box to tell us what you will need financial assistance for (e.g contribution to travel    over 2 miles, specific equipment, books etc). This information is strictly confidential and will only be used for assessment purposes.   |

# Section 7: Learner and Parent(s) / Carer(s) Declaration

**The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.**

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the school of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment at school will be monitored and if I leave school without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds. Where possible receipts must be provided for expenditure incurred

Awards can only be made to students who have met the following conditions:

* Have achieved 95% attendance in the previous term
* Have not been the subject of any exclusion/formal warning
* Have a positive attitude to learning (as agreed by Head of Sixth Form)

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

**Student signature Date**

**Parent(s) / carer(s) signature Date**

# Type of income evidence that will be required to support an application. Please hand in all evidence with this application (note: all pages of letters/statements will be required)

**Annual Salary** - P60 for tax year, or week 52 pay slip or month 12

**Universal Credit award** – dated within last three months

**Income Support** - Entitlement / Award letter – dated within the last three months

**Job Seekers Allowance** - Entitlement / Award letter – dated within the last four weeks

**Disability Living Allowance** - Entitlement / Award letter – dated within the last three months

**Employment Support -** Allowance Entitlement / Award letter – dated within the last three months

**Incapacity Benefit** - Entitlement / Award letter – dated within the last three months

**Carer’s Allowance** - Entitlement / Award letter – dated within the last three months

**Housing Benefit** - Entitlement / Award letter – dated within the last three months

**Any other benefit** - Entitlement / Award letter – dated within the last three months

**Working Tax Credit** - Working Tax Credit Award Notice

**Child Tax Credit** - Working Tax Credit Award Notice

**Child Benefit** - Award letter

**Grants or Bursaries etc.** - Relevant paperwork detailing entitlement and amount paid

**Any other income** - Relevant paperwork

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| Office use only  |

 |  |  | Date received:  | Signature:  |
| Unsuccessful:  Successful:  Referred for further evidence:   | Amount  | Date:  | Signature:  |
| Student informed  Head of Post 16 informed   | Payment details set up   | Date:  | Signature:  |
| Courses Confirmed  |  | Date  | Signature  |
| Notes  |  |  |  |