**16–19 Bursary Fund**

**Application Form 2020/2021**

**Please ensure that you have read the School’s 16 – 19 Bursary Scheme guidance notes (attached) before completing this form. This is the only form you are required to complete for Level 1 and Level 2 applications. Level 3 requests, for an Individual Hardship Payment, will need to submit this form with a first claim to establish eligibility, plus a further smaller claim form for each support request.**

**Important**

* Your application will not be considered if you do not answer all the appropriate sections and attach relevant documents
* Please answer all the questions clearly and by ticking the appropriate boxes
* Return your completed application form for Level 1 and Level 2 funding along with the *required* *documentary* evidence to Mrs Sargeant, Pastoral manager for Sixth Form no later than **Monday 5th October.**
* Individual Hardship Requests can be submitted at any time during the academic year.

**Please indicate which type of bursary you are applying for:**

**ENHANCED BURSARY (Level 1)**

**(If you have answered ‘Yes’ to a question in Section 2 BACKGROUND)**

**DISCRETIONARY BURSARY (Level 2)**

**INDIVIDUAL HARDSHIP PAYMENT (Level 3)**

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| **Section 1: PERSONAL DETAILS** | | |
| Surname: | Forename: | |
| Date of Birth: | Age at 31/8/2020: | Sex: Male / Female |
| Telephone Number: | Email address: | |
| Address: | | |
| How long have you been resident in the UK? | | |

Course of Study – add A’ level & other L3 subjects

1.

2.

3.

4.

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| **Section 2: BACKGROUND** | | |
| Are you a person in care? | Yes\* | No |
| Are you a Young Parent? | Yes\* | No |
| Are you a young person in receipt of Income Support/Universal Credit? | Yes\* | No |
| Are you a disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance? | Yes\* | No |
| **\*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form.** | | |
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| **Section 3: HOUSEHOLD INCOME** | | |
| What is your total annual household income? | Amount: | |
| **Please supply evidence of your household income by way of a recent P60, Receipt of Benefit Notification, Self Employed Income Notification or Universal Credits statements** – we can photocopy original documents & return them | | |
| Are you eligible to receive free school meals?    If you are eligible please submit your notification from DCC | Yes\* | No |
| **\*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form** | | |

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| **Section 4: EDUCATIONAL REQUIREMENTS** |
| Please identify the specific costs you face in continuing your education so that we can assess the level of support needed. Evidence of these costs will be requested where applicable. Examples of costs might include: travel, educational trips, equipment. |

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| **Section 5: OTHER RELEVANT INFORMATION** |
| Please use this section to tell us about anything else that you feel is important to do with application, this will be treated in the strictest confidence. |

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| **Section 6: DECLARATION** | |
| I confirm that all information provided on this form is accurate and true. I will notify the School immediately of any change in my or my household’s circumstances. I understand that the Enhanced Bursary and Discretionary Bursary is payable provided that certain conditions regarding my attendance and attitude to learning at School are met. I understand that, if I knowingly gave information which is discovered to be false or failed to notify the School of a change in my household’s circumstances, the School will seek to recover from me any monies to which I am not entitled. | |
| Student signature: | Date: |
| Parent signature  : | Date: |

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| **Section 7: DATA PROTECTION and CONFIDENTIALITY** |
| All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of your application, will be held and maintained in accordance with Data Protection Legislation. The data will not be passed to any other third party without your consent, except when the School is required to do so by law. Applications are only seen by the Head of Sixth Form and Head of School Finance colleagues. |

**PLEASE HAND THIS FORM, TOGETHER WITH ALL REQUIRED DOCUMENTATION, TO MRS SARGEANT, PASTORAL MANAGER FOR SIXTH FORM BY MONDAY 5TH OCTOBER 2020**