



16-19 Bursary Fund Application

Please read The White Horse Federation's 16-19 Bursary Fund Information for Students and Parents before completing this form. It is advisable that this form is included with your 6th Form Application form or by 15th September. Applications will be considered after this date but payments will not be back-dated to the start of the academic year.

Student Details

Surname	
Forenames	
Address	
Post Code	
Date of Birth	
Nationality	
Have you been resident in UK for last 3 years?	YES/NO
Mobile Number	
Course Details which subject and level (eg A level)	

Bursary Support Required

Defined Vulnerable Group Bursary

I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit in my own right and am financially support myself and anyone who is dependent upon and living with me	
I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right	

If you have ticked any of the above please do not complete the Discretionary Bursary section and move straight to the section on Bank Account details.

Discretionary Bursary

Household Income (Required for Discretionary Bursary)

I am entitled to Free School Meals	YES/NO
Annual Household Income	

The Discretionary Bursary fund rule is consistent with that for free meals in further education. Current eligibility for free school meals only requires a single check of household income for each phase of education. Please include the required **original** supporting documentation with this form showing total household income. All evidence will be photocopied and dealt with in strictest confidence.

To be completed by Parent/Guardian

	Adult 1 (Parent, Step Parent, Guardian)	Adult 2 (Parent, Step Parent, Guardian)
Name		
Relationship to student		
Annual household income for last financial year. This includes income and all benefits from all Parents/Step Parents/Guardians with whom student lives		
Email address for contact regarding Bursary application		

Please tick the supporting documentation provided

	Adult 1 (Parent, Step Parent, Guardian)	Adult 2 (Parent, Step Parent, Guardian)
Copies of Universal Credit Monthly Award Notices for the past 3 months		
Receipt of benefits/Universal Credit (current tax year) If letter is more than 3 months old, please include current bank statement showing benefit is still live		
P60's (previous tax year)		
Tax Credit Award (previous tax year)		
Evidence of self-employment income (previous tax year)		

Student's Bank Account Details

Bursary payments will only be made to a student's own bank account. You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and address. The Sixth Form Administrator will photocopy the details and return original documents. The photocopies will be held securely.

Student Bank or Building Society details

Full Name of Account Holder	
Name and Address of Bank/Building Society	
Branch	
Sort Code	
Account Number	

Reason for Bursary Application

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Please tell us what you will need financial assistance for and how much you believe you will need. Financial assistance will only be given for days in learning.	
Equipment needed to start course Eg. books, stationery	£
Other one-off items known at start of course Please give details: Eg. Trips	£
Appropriate clothing to suit training and placement requirements, including shoes, trainers, bag, coat	Estimate for year £
Weekly travel costs	Bus £

- **We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We are aware that any false statements can lead to refusal/withdrawal of any financial support and may lead to prosecution.**
- **We understand that the above-named student must comply with the school's condition on standards of attendance and behaviour and must comply with the terms of the school's Bursary Policy and Procedure and that funds may be withheld if they fail to do so.**
- **The learner will attend regularly and will complete the course and understands that HOLIDAYS WILL BE UNPAID.**
- **We understand that we must notify the Sixth Form Administrator immediately if there are any changes in financial circumstances.**
- **We will notify the provider immediately with any changes to the bank account details.**
- **We understand that the monies received under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.**
- **We are clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips and exam costs.**
- **We understand that if we disagree with the outcome of this Bursary application we should follow The White Horse Federation's complaints procedure.**

Signed (Student) _____

Date _____

Name (Print) _____

Signed (Parent) _____

Date _____

Name (Print) _____

The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation. We will only retain your data for as long as necessary, after which time it will be securely destroyed.

For office use only

Date Application Received _____

Supporting documentation received, copied and returned _____

Date Application Reviewed _____

Approved Yes/No

Authorised by: _____ Date: _____