



Application for Financial Assistance 16-19 Bursary

For learners aged 16 - 19 on 31st August 2015

ACADEMIC YEAR 2015/2016

Closing Date Friday 25 September 2015

All applicants will be notified by 15 October 2015

Guidance to completing this form

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

There are two types of 16-19 Bursary

- **A vulnerable bursary of up to £1200 a year for young people in one of the defined vulnerable groups**
- **Discretionary bursaries that are awarded to meet individual needs. For example Transport, meals, books and equipment**

Answer all questions required - enter N/A, No or Nil where appropriate.

Provide recent financial evidence

When claiming for, books, trips etc. attach copies from, e.g. amazon, letter of trip etc.

Make sure you sign and date the application.

Return your completed application form addressed to R Mercuri in a sealed Envelope

NOTE:

Bursary payments will be authorised if:

- You are on time to all of your lessons
- You attend all of your lessons
- You attend the weekly assembly
- You attend your compulsory tutor time
- You follow the appropriate dress code

Section 1 – Your Personal Details (Student)

First Names:

Surname:

Gender: Male Female

Date of Birth:

Address:

Home Telephone Number:

Mobile Number:

Preferred contact No. Home Mobile (Please tick)

Email Address:

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Bank/Building Society Details

Name of Account Holder	
Bank/Building Society Name	
Bank Address	
Sort Code	
Bank Account Number	
Roll Number	

This application for assistance from the 16-19 Bursary Fund is made under the priority group of:

High

Medium

Low

(Please Tick)

Please enclose proof, if you are in one of the following categories:

Section 2 - HIGH Priority Group Vulnerable Bursary

- You are living in care
- You have recently left care
- You are receiving income support
- You are disabled and receiving both Employment Support Allowance and Disability Living Allowance

You may be eligible for £1,200 per year from the 16-19 Bursary Fund if you are in one of the following categories. Please tick.

I am in care/classed as looked after by the Local Authority	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I have been in care and now classed as a "Care Leaver"	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am a lone parent on income support	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I no longer live with my parent/s and receive income support	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I am a disabled young person in receipt of ESA and I also receive Disability Living Allowance	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
I have submitted an application for income support but have not yet heard	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Section 3 - ASSESSMENT OF INCOME (Medium & Low Priority Groups) Discretionary Bursary

If you are living in the parental home, please ask you parents/carers to refer to this section.

If you are living independently, please refer to this section yourself.

Please enclose proof, if you are in receipt of one of the following:

- Income Support
- Job Seekers Allowance (JSA)
- Housing or Council Tax Benefit
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit exemption card
- Employment and Support Allowance
- Support under part VI of the immigration and Asylum act 1999

If you are not in receipt of the above, please attach proof of household income, including the following:

- Earnings
- Partner's earnings
- Benefits
- Unearned income
- Interest from savings and grants/scholarships from other sources

Proof should be in the form of a copy of your benefit book, NHS Tax Credit exemption card, bank statements, a letter from the Department of Work and Pensions, pay slips and, if you are self-employed, authorised evidence of income.

Do you already have or previously claimed for a discretionary or guaranteed bursary?

Yes

No

Discretionary bursary applicants only.

If you are eligible for a guaranteed bursary (section 2) you do not need to complete this section.

Our Household income is less than £16,000 and I qualified for free school meals in the last school year

Our household income is less than £16,000, but I did not claim free school meals last year

Our household income is less than £20,000 per year.

If you ticked one of the boxes above you will be eligible to apply for the discretionary bursary – however funds paid out will depend on the number of applications made. You will need to provide recent evidence of your eligibility.

Applications can be delayed if evidence of household income/ financial circumstances are not provided. Please ensure that relevant paperwork supporting your application is attached. Evidence must be dated within the last 3 months.

If you were eligible for free school meals in 2014 to 2015 you do not need to provide further evidence.

You will need to provide evidence of the income of the household where you mainly live. If you live with both parents you will need to provide evidence for both. If you live with one parent who has a partner living in the household evidence from both parent and partner will need to be provided. If you live with a single parent who is the sole adult in your household (other than older brothers and sisters) you only need provide evidence for this parent.

Please tick which box applies to you:

I live with both parents.

I live with one parent and their partner

I live in a single parent household

The following will count as relevant evidence of income. You only need to provide **one** sort of evidence for each relevant parent. Please tick the relevant box relating to the evidence you will provide. This evidence must be recent (last three months).

Jobseekers Allowance

Income Support

Council Tax Benefit

Housing Benefit

Employment Support Allowance

Pension Credit

The most recent pay slip

Discretionary Bursary Applicants only:

What do you require financial assistance for (please tick all that are relevant)

Course related equipment - Specific to your course	Cost
Course related books – Specific to your course	Cost
Exam Fees – Extraordinary circumstances	Cost
Transport Costs – Contribution if you live over 2 miles from KSCS	Cost
Meals whilst at school or college (Meals will be provided via the canteen)	Cost
Uniform (Course related)	Cost
Temporary/Emergency help with travel	Cost
Educational Visits – Maximum Contribution of £50	Cost
Other – (An interview may be required to discuss further)	Cost
Total Cost of Claim	£

Section 4: Some final questions

Have you ever applied for a 16-19 Bursary before?

Yes

No

Have you ever received a bursary award from any school/college before?

Yes

No

If yes please provide details.

Date:	Amount:	What costs did it cover?

Section 5 DATA PROTECTION and DECLARATION

Further details are available in the Ken Stimpson Community School Data Protection Policy. I give my consent to Ken Stimpson Community School recording and processing the information recorded on this form. The information on this form is required by Ken Stimpson Community School to assess your eligibility for financial support with your studies at Ken Stimpson Community School. The information will be processed solely for that purpose. It will be treated as confidential, but may be passed to government funding agencies. Your application will be retained for six years.

All application will be considered the day after the closing date for applications. You will be notified within 14 days of this date

Any equipment purchased for you to use whilst studying at Ken Stimpson Community School will belong to the school. Such items will be "loaned" to you and on completion of the course should be returned.

Your attendance will be monitored and if you withdraw from the course you will be expected to return or reimburse the school for any equipment/kit/books we have helped to pay for.

If you are eligible for the £1,200 guaranteed bursaries you might receive some or all of this as cash. Cash payments will be made into your personal bank account. Further details will be discussed with you on verification of eligibility.

We are committed to removing any financial barriers to education. If you have any problems in completing the application, or would like help in completing the application please see the Post 16 manager (Miss Stoker) or the relevant student support officer for your House.

Appeals: If you disagree with the decision made on your application, you may appeal. Please contact the school who will review the decision again, and any new information or change in circumstances.

I declare in signing the declaration you are agreeing to all of the conditions and eligibility criteria of the scheme and by doing so giving false or incomplete information which results in an overpayment will mean that we will stop any future payments and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of you or your family facing prosecution for providing false information.

I declare that the information on this application form is correct and all relevant evidence is attached.

Student Signature

Date

Parent/Carer Signature

Date