**APPLICATION TO THE:**

**16-19 BURSARY FUND 2017/18**

**Financial Assessment Form**

**1.1 Learner Details**

|  |  |
| --- | --- |
| Surname / Family name |  |
| First name(s) |  |
| Gender |  |
| Date of Birth (dd/mm/yyyy) |  |
| Age at 31st August 2017 |  |

**1.2 Address Details**

|  |  |
| --- | --- |
| Home Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode |  |
|  |  |
| Home telephone number |  |
| Mobile telephone number |  |
| E-mail address |  |
| Have you lived in the UK for more than 3 years? YES/NO | |

**1.3 Your Bank or Building Society account details**

*This should be the name as it appears on your cash or debit card, or statement*

|  |  |
| --- | --- |
| Full name of Account Holder |  |
| Name of Bank / Building Society |  |
| Branch |  |
| Sort Code |  |
| Account Number |  |

**1.4 Course Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SUBJECTS | | LEVEL e.g. A-level subjects taken. | | |
| **2** **Information to support your application** | | |  |  | |
|  |  | | EVIDENCE REQUIRED | Office Use  Only | |
| Is the learner In Care or a Care Leaver? | YES/NO | | Letter from your local authority confirming your looked after status |  | |
| Do YOU, (the learner) receive Income Support (IS), or Universal Credit (UC) in place of Income Support, in your own right | YES/NO | | DWP Entitlement / Award letter confirming which benefits you are entitled to and confirming you can be in further education or training – dated within the last 3 months |  | |
| Do you (the learner) receive Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments in your own right | YES/NO | | DWP Entitlement / Award letter – dated within the last 3 months |  | |
| Are you eligible for Free School Meals? | YES/NO | | Letter/student record held in school |  | |
| Is your household income under £21,000 | YES/NO | | A current copy of one of the following:  Tax Credit Award Notice (TC602),  P60  Evidence of benefits  Evidence of self-employment |  | |

NB: students do not need to live independently of their parents to be eligible for a vulnerable student payment - they can claim **ESA** or **UC** in their own right while living in the parental home. **Parents may wish to be reminded that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA.**

**3 Declaration** *Please read the declaration below carefully before signing:*

1. **I certify that the information in this application is true and accurate.**
2. **I understand that it is my responsibility to supply any additional information that may be required to verify the particulars given.**
3. **I will inform the school of any change of circumstances.**
4. **I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**
5. **I understand that any payments are conditional upon meeting my school’s expectations of 85% attendance with good behaviour and progress.**
6. **I understand that the evidence supplied will be reassessed at the end of each half term to determine eligibility for the next half term. Some of the evidence required can be accessed by the school directly and some evidence will be requested from me/my family by school.**
7. **I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.**

Signed (Student) ……………………………………. Date …………………….

Signed (Parent/Carer) ……………………………………. Date …………………….

***For School use:* Date Application Received:**

**If refused please give reason why:**

**Amount Awarded: Authorised By: Date:**

**Processed by Finance Office: Date:**