**APPLICATION TO THE**

**16-19 BURSARY FUND 2023-24**

**FINANCIAL ASSESSMENT FORM**

**1.1 Learner Details**

|  |  |
| --- | --- |
| Surname / Family name |  |
| First name(s) |  |
| Gender |  |
| Date of Birth (dd/mm/yyyy) |  |
| Age at 31st August 2023 |  |

**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. **Course Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A-LEVEL SUBJECTS** | | | **Year 12 or 13?** | |
| **2. Additional Information** | |  | |  | |
|  |  | 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) because you are financially supporting yourself or financially supporting yourself and someone who is dependent on YOU and living with YOU such as a child or partner | 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. Students in receipt of UC must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills etc | |  | |
| Do YOU (the learner) receive Disability Living Allowance (DLA) or Personal Independence Payments in YOUR own right, as well as Employment and Support Allowance or Universal Credit in YOUR own right | YES/NO | For students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student’s Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided and 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 £22,000 | YES/NO | A current copy of one of the following:  3 most recent Universal Credit monthly award statements  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 **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 and may result in a referral to the police and the student and/or family being prosecuted.**
5. **I understand that any payments are conditional upon meeting my school’s expectations of 90% 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.**
8. **I understand that the conditions of the bursary award are always subject to change during a students’ time in sixth form.**

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:**