

# 16-19 Bursary Fund Application form 24-25



Please complete each section listed below

- Section 1. Details of applicant**
- Section 2. Eligibility Priority**
- Section 3. Supporting Statement**
- Section 4. Bank Details**
- Section 5. Declaration by applicant**

**PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS**

<b>Section 1: Details of applicant:</b>	
Full Name: _____	Date of Birth: _____
Home Address: _____	
Tel:.....	
Postcode: _____	Email:.....

<b>Section 2: Eligibility Priority:</b>
<p>This section will ask you to indicate under which of the 4 agreed categories you wish your application to be considered against. You will also find information about what evidence you will be required to supply to support your application.</p> <p>Please indicate with a cross in the box next to the description of the category under which you wish your application to be considered against, and to confirm that you have provided the evidence required. <b>(Please only put a cross next to one priority.)</b></p>

<p><b>Category 1:</b> I wish my application to be considered under Priority One;          “Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.”</p> <p><input type="checkbox"/></p> <p>In support of my application I enclose either:</p> <p>A) Written confirmation of my current, or previous, looked-after status from the Local Authority who looked after me, or who provided my leaving care services; or</p> <p>B) Both letters confirming that I am in receipt of Universal Credit, Income Support or Employment Support Allowance and Disability Living Allowance.</p>
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<p><b>Category 2:</b> I wish my application to be considered under Priority Two;          “Young people who are claiming, or who are eligible to receive, a Free School Meals ” Please provide Parents name, DoB and national insurance number if you are eligible but do not claim.          To be eligible under this priority someone in your household must be in receipt of the following qualifying benefits:  <b><i>Income Support, Income Based Job Seekers Allowance, Income Related Employment &amp; Support Allowance, Universal Credit Only as long as your income does not exceed £16,190, Support under part VI of the immigration &amp; asylum Act 1999, Guarantee element of State Pension Credit &amp; from the 1st May 2009 parent who have the four week run immediately after your employment ceases.</i></b></p> <p><input type="checkbox"/></p>
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## Category 3:

I wish my application to be considered under Priority Three;  
“Young people whose household income is below £21,500 per  
annum”

In support of my application I enclose the following information;

- The Universal Credit Award Notice for the current year which will confirm earnings for the previous year, confirming household income of less than £21,500; or
- Evidence of self-employment income of less than £21,500 (SA302 or certified accounts only) for your last accounting period.

## Category 4:

I wish my application to be considered under Priority Four;  
“Young people who have been affected by a sudden, exceptional  
change in financial circumstances”

I have enclosed a detailed statement in support of my application.

## Section 3: Supporting Statement:

Please include here information on how you intend to use your bursary payments if awarded. Purchases are expected to be made through the school finance office or receipts obtained from students as proof of purchase if bought privately.

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## Section 4: Bank Details:

In order for us to pay the bursary into bank accounts please provide the **students** bank details

**Please note we are unable to make payments into post office accounts**

**Account Holders Name:**

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**Bank/Building Society:**

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**8 Digit Account number:**

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**Roll Number if applicable:**

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**Sort Code:**

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## Section 5: Declaration by Applicant:

I confirm that I have read the Bursary Policy and Procedure document before submitting this application.

I confirm that the information I have provided on this application is correct to the best of my knowledge, and that I understand that I must notify my Post-16 provider of any change of circumstance which may affect my entitlement to a bursary payment.

At Longsands, students who apply to the bursary commit to upholding an attendance of at least 90%. If attendance falls below 90% then the status of their bursary will be subject to a review.

I also understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16 -19 Bursary Fund.

**I will notify Longsands Sixth Form of any changes to my financial circumstances, that may affect my entitlement to the Bursary Fund.**

*I understand that my information is being held by Longsands Sixth Form in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. Bank details are needed in order to make Bursary fund payments these are stored in a secure lockable place and will be held for 4 years and then removed and securely disposed of.*

Signed:

Date: