

## APPENDIX A

### BURSARY FUND APPLICATION FORM

Student Name:	
Address:	
Postcode:	
Date of birth:	

Bursary applied for:

#### Living Allowance

**Category A:** Please tick any boxes which apply.

- Student is personally in receipt of income support or Universal Credit
- Student is personally in receipt Personal Independence Payment (PIP) and Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance
- Student is in care, was previously a looked after child or is a recent care leaver
- Student is in receipt of Disability Living Allowance and Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance

Please provide evidence to support the statement ticked above.

#### Category B: Discretionary Awards

This category is targeted for any students facing financial barriers in meeting essential costs e.g. transport, meals, books and equipment. Please tick which award you are applying for.

- Category B(i): Initially maximum grant of £500, for students where gross annual household income does not exceed £25,500 per annum.
- Category B (ii): Initially maximum grant of £300, for students eligible for free school meals and/or previously eligible for Pupil Premium to make a claim.

Discretionary Bursary Awards are conditional upon:

- Prompt arrival for registration and all lessons.
- Lesson attendance above 95%.
- Maintaining good behaviour and attendance.
- All coursework, homework and assignments being completed to the best of ability and on time

For Category B (i) please tick the evidence provided:

- 3 most recent Universal Credit monthly award statements
- P60 (tax year ended 5th April 2021)
- Evidence of self-employment income (tax year ended 5th April 2021)
- Last 3 months Payslips for all household adults
- Other benefits/pension award letter

For Category B (ii) please tick the relevant statement:

- Student is eligible for Free School Meals
- Student was eligible for 'Pupil Premium' in Year 11.
- The student or family currently face exceptional circumstances (please attach a letter of explanation).

**Category B Amount requested £** \_\_\_\_\_

<b>Category</b>	<b>Amount £</b>	<b>Details (attach receipts)</b>
Books/Equipment		
Transport		
Meals		
Additional course costs (e.g. trips)		
Exam re-sit fees		
Other (please specify)		

**Bank account details for payment:**

Bank:	
Account holder name:	
Sort code:	
Account Number	

I confirm that the information provided in this form and the accompanying evidence are true and accurate. I understand that the information provided may be shared with other departments within the School, including the Finance department.

Signed (student): \_\_\_\_\_

Date: \_\_\_\_\_

For Internal Use – confirmation of eligibility:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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*For finance use only:*

*Maximum Fund £*

*Claimed to date: £*

*Amount of this claim £*

*Balance remaining £*