



## 16-19 Bursary Application Form 2025/6

### Part 1: Student details

|   |         |
|---|---------|
| Forename  |         |
| Middle name                                       |         |
| Surname   |         |
| Date of Birth                                     |         |
| Country of birth                                  |         |
| Age on 31 <sup>st</sup> August 2025               |         |
| Do you regularly live at more than 1 address      | Yes/No  |
| Home address<br>(where you live most of the time) |         |
| Postcode  |         |
| Telephone Home:                                   | Mobile: |
| Email address                                     |         |

### Part 2: Parent contact details

|                     | Parent/Carer 1 | Parent/Carer 2 |
|---------------------|----------------|----------------|
| Title               |                |                |
| Forename            |                |                |
| Surname             |                |                |
| Relationship to you |                |                |
| Address             |                |                |
| Postcode            |                |                |
| Telephone           |                |                |
| Email address       |                |                |

### Part 3: Household details

Please name everyone you live with and their relationship with you

| Name | Relationship to you<br>(e.g. mother father sister brother) | Age if under 18 |
|------|--|-----------------|
|      |  |                 |
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**Part 4: Declaration of residency**

|  |          |
|--|----------|
| I declare that I have been a resident of the UK for at least 3 years and I can evidence this                                       |          |
| Do you have an EU passport? Please bring in an original passport with this form <b>only</b> if you are a new student to the school |          |
| Signature of student:  |          |
| Confirmed by establishment   | Tick box |

**Part 5: Funding applied for**

|  |  |
|--|--|
| Please indicate the funding you are applying for by ticking the appropriate box<br>(If you are unsure please leave blank)  |  |
| <b>L1 Bursary:</b> Students who are/have previously been in care. Or are receiving benefits in their own name.   |  |
| <b>L2 Bursary:</b> Students whose household income is up to £24,999  |  |
| <b>L3 Bursary:</b> Students whose household income is between £25,000 and £29,999  |  |
| <b>Free School Meals:</b> if you are eligible you will have £2.20 a day to spend in the canteen. You need to apply for free school meals through Borough Council.  |  |
| <ul style="list-style-type: none"> <li>Household income boundaries increase by £1000 for each additional child under 18 , after the first 3 children</li> </ul>  |  |
| Section 5a   |  |
| Please tick the appropriate box:   |  |
| You are looked after by a local authority (In care)  |  |
| You are a care leaver*   |  |
| You receive income support/Universal Credit in your <b>own</b> name  |  |
| You are a disabled student in receipt of ESA/Universal Credit <b>and</b> DLA/PIP in your own name  |  |
| <ul style="list-style-type: none"> <li>If you are a care leaver you need to bring a letter from the local authority which cares for you (eg your social worker) confirming your current or previous looked after status and your current address, the letter must confirm your full name and date of birth.</li> </ul> |  |

**Section 5b**

| Please indicate which of the following benefits/income you or your household are currently in receipt of. <b>Please send in the evidence indicated to support this income</b> (original documents please, they will be returned to you) |        |  |
|---|--------|--|
| Type of Income  | Yes/No | Evidence required                      |
| Income support/Universal credit   |        | An award letter less than 3 months old |
| Working tax credit/Child tax credit   |        | Most recent credit award notice        |

|   |  |   |
|---|--|---|
| Income based ESA or JSA   |  | An award letter less than 3 months old  |
| Other benefits/Pensions. (Specify).<br>(Housing benefit/Pension credit)   |  |   |
| Earned income with no benefits  |  | Last 3 monthly wage slips, <b>or</b> 6 weekly wage slips <b>or</b> 4 fortnightly wage slips |
| Self-employed earning with no additional benefits   |  | Audited accounts or official tax return   |
| Support under part VI of the Immigration and Asylum Act 1999  |  | Letter of confirmation for the National Asylum Support Service (NASS)                       |
| <b>Please hand in your completed form even if you do not have all the evidence. Please sign here to confirm you will supply documents when they arrive:</b> |  |   |

| Part 6: Payment details- Bank account must be in the sole name of the student |  |
|---|--|
| Name of bank  |  |
| Account holders name (Student)  |  |
| Account number  |  |
| Sort code   |  |

| Part 7: Declaration   |       |
|---|-------|
| I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information. |       |
| Signature parent/Carer:   | Date: |
| Signature of student:   | Date: |

| Part 8: Statement/Behaviour Standard   |                        |
|--|------------------------|
| The continuation of bursary payments for each half term will be subject to the following criteria:<br>Attendance must be at least 95% with no N marks (Unexplained absences) O marks (unauthorised absences) or exclusions. Your effort grades must be or above in all subjects. You must complete a money spent and confirmation of eligibility form and have no more than 10 days sickness absence over the whole year apart from exceptional circumstances. |                        |
| I accept the above terms:  | (Signature of student) |

**Please return this form with your supporting evidence to: Miss V Donovan**

**If you need help completing the form, please ask Miss V Donovan**