

16 to 19 Bursary Fund Application Form: 2023-24

This form should be completed by the student as any bursary payments can only be made directly to the student and not to the parent or carer.

Prior to completing this form please read the accompanying letter in order to establish whether or not you are eligible to apply. Proof of entitlement will be required to allow the processing of this form. Please see <https://www.gov.uk/1619-bursary-fund> for further information.

Please hand this form, along with supporting documentation, to Mrs Jones via the Finance Office **by 23rd June 2023**.

There are two types of bursary:

- a bursary for a defined vulnerable group
- a discretionary bursary

Bursary for a Defined Vulnerable Group

The defined vulnerable groups are students who are:

- in care (as defined by social services)
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Evidence of eligibility for a bursary for a defined vulnerable group

Institutions must obtain proof that students are eligible for a bursary for vulnerable groups. Institutions should ask for evidence from each student and retain copies for audit purposes. For example:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. **This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.** The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Discretionary Bursary

Acceptable conditions to be awarded the discretionary bursary:

- Free school meals
- Eligible for pupil premium in year 11
- Gross annual household income of below £27,000
- Evidence of other exceptional circumstances – please attach an explanatory letter with this form

Evidence of eligibility for a discretionary bursary

Please supply proof of your family's income including details of any benefits received by your parents, in the form of:

- 3 months' worth bank account statements
- Universal Credit monthly award notices x 3

Should your application be successful, you will be contacted and invited to claim for specific support for your study programme, eg purchase of textbooks/equipment.

Student application information

Student's Name: _____

Year: _____ Tutor Group: _____

Please tick	Please indicate which bursary you believe you are eligible for and what evidence you are providing
	DEFINED VULNERABLE GROUP
	I am applying for a bursary for a defined vulnerable group and have enclosed the following (please tick <u>one</u> of the following)
	<ul style="list-style-type: none">• Written confirmation of current or previous looked-after status from the relevant local authority
	<ul style="list-style-type: none">• Income Support award notice
	<ul style="list-style-type: none">• Universal Credit award notice plus supporting documents
	<ul style="list-style-type: none">• Evidence of Disability Living Allowance
	<ul style="list-style-type: none">• Evidence of Personal Independence Payment
	DISCRETIONARY BURSARY
	I am applying for a discretionary bursary and have enclosed the following (please tick <i>all that are relevant</i>)
	<ul style="list-style-type: none">• 3 month's worth bank statements showing household income
	<ul style="list-style-type: none">• Universal Credit monthly award notices x 3
	<ul style="list-style-type: none">• No supporting evidence provided as eligible for Free School Meals or received Pupil Premium in Year 11
	<ul style="list-style-type: none">• Letter enclosed outlining exceptional circumstances

Name on bank account: _____ (NB – must be Student's own account)

Bank name: _____

Sort code: _____ Account no: _____

Signature of Student: _____ Date: _____

Following section to be completed by the Parent/Carer:

Full name: _____

Address: _____

Postcode: _____

I confirm that the details on this application are true and accurate.

Signature of Parent/Carer: _____ Date: _____

For Office Use Only:

Date received: _____ Application approved: _____

Type to be awarded: _____

Signature of Finance Manager: _____ Date: _____

Signature of Business Leader: _____ Date: _____