

Blackfen Sixth Form Bursary Application Form
(closing date for applications 18th October)

Name:	Form:
Date of Birth:	Email Address:
Address:	Telephone No:

Bursary applied for (please tick one box only)

Level 1:	For students in care, care learners, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance	
Level 2:	For students who are entitled to Free School Meals	
Level 3:	For students with total household income of less than £30,000 who wish to apply for a one-off payment to help towards course expenses. Applications will be considered at the end of each term.	

If you wish to apply for a Level 3 Bursary, please complete the next section.

Category	Details	£
Special Equipment	<i>List exactly what equipment is required</i>	£
Books	<i>List Books required</i>	£
Materials	<i>List Materials required</i>	£
Additional course costs e.g. trips	<i>Details of course, trip and for how long</i>	£
Travel costs	<i>Details of trip</i>	£
Exam resits	<i>What resits and when</i>	£
Other	<i>Please give details</i>	£

Please provide any other information that you think is relevant

Evidence (Please tick one of the following categories and include the requested evidence):

Level 1:	In care (looked after)	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	
Level 1:	Care leaver	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	
Level 1:	I (the student) receive income support	Copy of the letter setting out the benefit(s) you are entitled to.	
Level 1:	I (the student) am disabled and receive Employment Support Allowance/Incapacity Benefit <u>and</u> Disability Living Allowance	Copy of the letter setting out the benefit(s) you are entitled to.	
Level 2:	Students entitled to Free School Meals	Entitlement Notice	
Level 3:	Students with total household income of less than £30,000	P60(s) (both parents if applicable), SA302 (self-employed), Tax Credit Award Notice, Letter confirming Benefits	

This section must be completed for level 3:

	Adult 1 (Parent/Carer)	Adult 2 (Parent/Carer)
Name		
Address (if different to student)		
Relationship to Student		
Annual Income		

Student Bank Details

Account Holders Name:	
Name of Bank/Building Society and branch address:	
Account Number:	Sort Code:

Declaration by Student**PLEASE ENSURE YOU READ THE FOLLOWING BEFORE SIGNING. I CONFIRM THAT:**

- All of the information contained in this application is correct and I give my permission for any of the information to be checked by my school. I understand that if any of the information provided is found to be false my payments could be stopped.
- I understand that it is a serious offence to give false information and that to prevent and detect fraud my application may be shared with other organisations that control public funds.
- I confirm that for Level 2 & 3 Bursaries, no other income of financial support is available from another household to support the student.
- I understand that if I leave my school before the end of the Academic Year future payments will be stopped.
- I understand that details of my application may be shared with relevant members of staff at my school, but this will be a needs only basis.
- **I have read the 16-19 Bursary Policy Notes and understand that my application may only be partly or not successful if there are high demands on my School's Bursary allocation.**
- **I meet the residency criteria as set out in Annex A of the Policy Notes.**
- I understand that by signing below I am agreeing to meet the attendance, punctuality and/or behaviour requirements as requested below.
- I confirm that the bank/building society account details above are for my own account. I authorise my school to use my bank/building society account details to make payments to me.

Student signature:**Date:****Parent's signature:****Date:****ATTENDANCE, PUNCTUALITY AND BEHAVIOUR REQUIREMENTS**

In signing the application form you have agreed to the following conditions. You will need to meet these conditions to receive your Bursary payments if your application is eligible.

a) Attendance and Punctuality Conditions:

Please note that for in-year applications the number of payments and the expected dates may vary from those detailed below.

Payment	Expected Payment Date	Expected Payment Amount	Conditions
Initial Payment for the Autumn Term	Late November	40% of Total	100% Attendance and Punctuality for the Autumn Term
Payment for the Spring Term	Late February/Early March	30% of Total	100% Attendance and Punctuality for the Spring Term
Payment for the Summer Term	Late May/Early June	30% of Total	100% Attendance and Punctuality for the Summer Term

Absence or lateness can be authorised, but it is your responsibility to clear any absences where necessary. Your payment(s) will not be released until you have done so.

Some examples of absences that may authorised are:

Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card; Religious festival - pertinent to your faith; Visit(s) to University for an interview or open day or other subject-related educational visit; An unpaid work experience placement that is an integral part of your course; Participation in extra curricular activity on behalf of your school/college, e.g. drama or sport, at a regional or national level; Attendance at the funeral of a relative or close friend; A driving test (Not theory test); Study Leave
Behaviour – Payments will be stopped for poor behaviour

Office Use Only:	
Rec _____	Checked _____
Authorised _____	Date _____