

Bursary Fund Application Form (Strictly Confidential)

Completed Application Form and relevant evidence must be handed in together. Please note payments can only be backdated up to 4 weeks.

Student Information		New Application* <input type="checkbox"/>	Continuation* <input type="checkbox"/>	<i>* please tick</i>
Title		Forename		
Address		Surname		
Address		Tel/Mobile		
Address		Email		
Postcode		Date of Birth		
Year Group		Age		

Please indicate which Bursary you wish to apply for ** please tick*

Vulnerable* <input type="checkbox"/>	Discretionary* <input type="checkbox"/>	Other * <input type="checkbox"/>
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Please give details:

Do you have the legal right of Residency in the UK at the point of commencement of your Post 16 study course ?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Unsure <input type="checkbox"/>
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Number of dependent children (Under 18) in the household ?

Eligibility Criteria -1 (Vulnerable Bursary)

Please indicate if any of the following criteria applies to you	
	In Care (incl Foster Care)
	Care Leaver
	Receiving Income Support in your own right
	Receiving Universal Credit in your own right
	Receiving Universal Credit /Employment & Support Allowance, Disability Allowance, Personal Independence Payments
	None of the above

Evidence required:	
	Letter/email from Local Authority only confirming care arrangements
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	Copy of Award Notice and must confirm student can be in education
	Copy of Universal Credit notice in their name. Must also provide documentation to prove independent status(eg tenancy agreement, utility bill)
	Copy of student's Universal Credit or ESA award from the DWP *. Evidence of Disability Living Allowance or Personal Independence Payment if claimed

** Universal credit claimants can print off award from their journal*

In ALL instances please provide 3 months bank statements dated within the last 3 months only

Eligibility Criteria -2 (Discretionary Bursary)

Please indicate if any of the following criteria applies to you	Evidence required:
A student currently entitled to Free School Meals	Letter from Local Authority / Academy to obtain confirmation
A student who has claimed Free School Meals in the last 6 years	Letter from Local Authority / Academy to obtain confirmation
A student whose parent(s) are claiming other means-tested benefits, but are not entitled to free school meals	Full Tax Credit Award Notice (TC602), and all other benefits/pensions award letters
A student with a household income of less than £25,000 a year	Full Tax Credit Award Notice (TC602), and all other benefits/pensions award letter
None of the above, but wishes to apply for financial assistance	Per the list below

In ALL instances please provide the following documentation

3 months most recent bank statements	Wage slips x 4 - most recent
Latest P60	Share/Investment/rental income
Self-Employed Earnings - official tax return, OR	

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need.

This information is strictly confidential and will only be used for this assessment purpose.

Type of Requirement	What you need	Amount £
Books/Equipment		
Travel/Transport		
Clothing for training/placement requirements		
Meals		
Course related Trips		
Exam Remarking/Resit Fees		
UCAS/Open Day Costs		
ICT Software or licencing (as appropriate to assist study)		
3rd Party/External activities (where they directly relate to a course)		
CRB Checks for work/placements		
Professional Membership Fees		

Other - Please state

Bank Details

Please provide your bank details below, as printed on your bank card or statement.

Bank Account Name

Account Number

Sort Code

Student Signature

Bursary payments will be paid directly into students' bank accounts only (by BACS). Please be reminded that the academy may also allocate Bursary funding 'in kind', e.g. by purchasing any equipment required or providing a travel pass.

Student Declaration

1	I declare that the information provided on this form is true and accurate to the best of my knowledge.
2	I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
3	I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
4	I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners .
5	Holiday periods are unpaid
6	I will attend regularly and complete the course for which my bursary is supporting me.
7	When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Post 16 Manager immediately.
8	If I change Bank account, I will notify my Post 16 Manager immediately with any changes to my Bank/Building Society details.
9	I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will cease.
10	I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
11	I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs.
12	I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in line with Outwood Grange Academies Trust Complaints Procedure .

Student Signature

Date

Student Name

For Office Use Only

Eligibility

1	Confirmation of name, residential address agrees to Sims	
2	Confirmation of Date of Birth, Age	
3	Confirmation of legal right of residency at course commencement	

4	Bursary Status	<input type="checkbox"/>	New Claim	<input type="checkbox"/>	Continued	<input type="checkbox"/>	Refused	<input type="checkbox"/>	
	Type	<input type="checkbox"/>	Discretionary	<input type="checkbox"/>	Vulnerable	<input type="checkbox"/>	Both	<input type="checkbox"/>	Other

For Discretionary Bursary Allocations:

5	Has the student met the income eligibility criteria ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
6	Allocated Bursary Total £	<input type="text"/>					

7	Agreed Requirements	<input type="text"/>
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For Vulnerable Bursary Allocations:

8	Has the student met the income eligibility criteria ?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	<input type="checkbox"/>	No	<input type="checkbox"/>
9	Date of SBSS Submission (if applicable)	<input type="text"/>					
	Staff Member Submitting	<input type="text"/>					
	Registration ID	<input type="text"/>					
	Allocated Bursary Total £	<input type="text"/>					

10	Agreed Requirements	<input type="text"/>
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11	Any other information applicable to the decision	<input type="text"/>
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Post 16 Signature	<input type="text"/>	Date	<input type="text"/>
Post 16 Name	<input type="text"/>	Position	<input type="text"/>
Finance Signature	<input type="text"/>	Date	<input type="text"/>
Finance Name	<input type="text"/>	Position	<input type="text"/>