

16-19 Bursary Award – Application form 2023-24 **New applicants/Change of household circumstances**

Sixth Form students who need financial support to stay in education, can apply to their school for help from the 16-19 Bursary Fund. The 16–19 Bursary Fund can be used to help with costs students face to attend education during the academic year.

Before completing your application form, please read the 16-19 Bursary Policy produced by the Stafford 14-19 Partnership, which provides full details about the Bursary Fund and the support available. If you have any questions or need further information your Head of Sixth Form will be happy to help you.

This form is for new applicants or students whose circumstances have changed since their previous application. If you have previously received support from the 16-19 Bursary Fund and your household’s circumstances have not changed, please complete the ‘Applications where household circumstances have not changed’ form.

The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the General Data Protection Regulations 2016. If you need any further information regarding this, please contact your Head of Sixth Form, who will be able to assist you.

A – Student Details (completed by Student)

Personal Details			
Surname:		First Name(s):	
Date of Birth:		Gender:	
Email Address:			
Home Address:			
Home Phone:		Mobile Phone:	
Residency:	UK National/EU National/Settled Status/Refugee/Other (Delete as applicable)		

Student's Bank Account Details			
Name of Bank:		Account Number:	
Sort Code:		Account Name:	

Home Circumstances	
Do you receive Income Support or contributions-based Employment and Support Allowance in your own right?	Yes/No
Are you living under the care of the Local Authority or with foster parents?	Yes/No
Have you been looked after for 13 weeks or more since the age of 14?	Yes/No
Are you in receipt of both Employment Support Allowance and Disability Living Allowance?	Yes/No
Who do you live with at home?	



Which bursary are you applying for? Please tick your choice:

Vulnerable Bursary		Discretionary Bursary	
I am living in care		My gross household income including benefits is less than £30,000 per year	
I am a care leaver			
I receive Income Support or Universal Credit because I financially support myself			
I receive Disability Living Allowance or Personal Independence Payments AND Employment and Support Allowance or Universal Credit in my own right			

How do you think a bursary award will help you to study for your qualifications and what costs would a bursary award help you to meet? (Please continue on an extra sheet of paper if necessary)



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A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for student input or a drawing.

Student Declaration

I declare that:

- All the answers I have given in this form are true.
- I have read the 16-19 bursary policy and understand and accept my obligations.

I understand that:

- If I give false information or withhold information my application will be cancelled and, if necessary, action will be taken to recover any money paid to me
- My school will decide whether or not an award will be made to me, the amount of the award and how it will be given, using their assessment of my individual circumstances, my actual financial need, the costs I have to participate in my study program at school and the funding that my school has available.
- My school may ask me for receipts relating to my request for an award. If I am asked for receipts I must provide them.
- Any funding I am given will be for this academic year and I must apply again if I need support in a future academic year.
- I must notify my school immediately if my circumstances change
- I must refund any sum arising from an overpayment for any reason.
- If my bursary award is used to buy or provide equipment for me to use for my qualification(s), I must return that equipment to school at the end of my qualification(s) or when I leave school if I am asked to do so.
- My bursary award will be reduced or withdrawn if I breach my Learning Agreement or my school's disciplinary policy.
- If I leave school, I will not be eligible for any further payments.
- If necessary, relevant information may be passed on to third parties within the Local Authority.

Student Signature:

Name (Print):			
Signature:		Date:	



Section B (completed by Parents/Carers)

Parent/Carer 1			
Surname:		First Name(s):	
Email Address:			
Home Address:			
Home Phone:		Mobile Phone:	
Occupation:			
Relationship to Student:			

Parent/Carer 2			
Surname:		First Name(s):	
Email Address:			
Home Address:			
Home Phone:		Mobile Phone:	
Occupation:			
Relationship to Student:			

Supporting Documentation			
Please tick the documents you are providing. Any original documents will be returned once they have been checked by a member of the finance team			
Vulnerable Bursary		Discretionary Bursary	
A letter from the Local Authority confirming care status and financial need		Universal Credit Statements for the last 3 months	
Income Support or Universal Credit Statements for the last 3 months		P60 for the financial year 2022-23	
A financial statement showing that the student is receiving Disability Living Allowance or Personal Independence Payments AND Employment and Support Allowance or Universal Credit		Payslip for the last week/month of March 2023	
		Most recent <u>full</u> Working Tax Credit Award or Child Tax Credit Award	
		Most recent self-employment accounts	
		Job Seekers Allowance Entitlement Letter dated within the last 3 months	
		Employment Support Allowance Entitlement / Award letter - dated within the last 3 months	
		Employment Support Allowance Entitlement / Award letter - dated within the last 3 months	
		Incapacity Allowance Entitlement / Award letter - dated within the last 3 months	
		Carer's Allowance Entitlement / Award letter - dated within the last 3 months	
		Any other benefit Entitlement / Award letter - dated within the last 3 months	

Parent/Carer Declaration

- I/We declare that to the best of my/our knowledge and belief all the information given, in connection with this application, is full and correct in every respect.
- I/We undertake to provide any additional information which may be required by the school to verify the particulars given and also to inform the school immediately of any alteration in these particulars.
- I/We undertake to inform the school of any changes in financial circumstances which may affect the award.



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- I/We understand that if my/our child does not keep to the conditions of their Learning Agreement or school's disciplinary policy payments will be withheld.
- I/We understand that if my/our child's bursary award is used to buy or provide equipment for my/our child to use for their qualification(s), I/we must ensure that the equipment is returned to school at the end of their qualification(s) or when they leave school if I am I/we or my child is asked to do so.
- I/We understand that if my/our child leaves school, he/she will not be entitled to any further payments.
- I/we understand that if my/our child or I/we give false information or withhold information my child's application will be cancelled and, if necessary, action will be taken to recover any money paid to him/her.
- I/We consent to the undertaking signed by the student above. I am/We are aware that my/our child is bound by the conditions set out in the 16-19 Bursary Grant guidance.

Parent 1 Signature:

Name (Print):			
Signature:		Date:	

Parent 2 Signature:

Name (Print):			
Signature:		Date:	

Section C 16 to 19 Bursary Fund checklist (completed by School)

Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student’s eligibility, including the letter to support in care.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student’s behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- Evidence to confirm the student meets the institution’s bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained, and copies retained.
- Assessment of student’s actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student’s behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Award Details

Amount Awarded:	
Instalments/one-off/in-kind:	
Payment Date(s):	
Special Conditions:	

Authorising Signature:

Name (Print):			
Signature:		Date:	