

16-19 Bursary Fund Application Form

Prior to completing this form, please read the guidance information at the back of this document. **Proof of entitlement will be required to allow the processing of this form before any payments are made.**

Please ensure your application is returned to the Sixth Form Office by FRIDAY 29th SEPTEMBER at the latest. The Sixth Form will then endeavour to ensure consideration and notification of the outcome of the application before the end of the first half term.

Student Details

Surname/Family Name:	
First Names	
Date of Birth:	
Address:	
Post Code:	
e-mail address:	
Home Phone:	
Mobile Phone:	

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account/Roll Number	

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Parental/Carer Details

Surname /Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
National Insurance Number:	
e-mail address:	
Home Phone:	
Mobile Phone:	
Household Income:	

An application for financial assistance from the 16-19 Bursary Fund is made under the following priority group, as explained in the Bursary Fund Policy:

[Please tick relevant box]

Priority 1	<input type="checkbox"/>	
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Priority 2	<input type="checkbox"/>	
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Priority 3	<input type="checkbox"/>	
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For guidance on the proof of entitlement that will be required before any bursary is awarded. Please see attached sheet.

An application is made to contribute to the costs of:

[Please tick relevant box(s)]

Cost Type	Please Tick if funding support Applied for. <i>All costs need to be reimbursed by receipted claim or paid for on behalf of the student by the Sixth Form.</i>	Maximum Contribution
Books & Stationery		Subject to <u>advance</u> approval of detailed needs requested and evidence of costs being incurred throughout the year
Meals		Subject to a daily limit
Travel e.g. use of Sixth Form subsidised public transport or contribution to purchase of a bicycle (£50 only). Please specify travel needs and estimated costs in the space below:		Subject to <u>advance</u> approval of detailed needs requested and evidence of costs being incurred throughout the year.
Specialist or IT equipment & Materials. Please specify below along with estimated cost: up to £150 only		Subject to <u>advance</u> approval of detailed needs requested and evidence of costs being incurred throughout the year.
Other e.g. subject specific uniform/smart clothing in accordance with dress code for use in sixth form, trips and childcare. Please specify below along with estimated cost:		Subject to <u>advance</u> approval of detailed needs requested and evidence of costs being incurred throughout the year.

DATA PROTECTION

The information on this form is required by Sir Isaac Newton Sixth Form to assess your eligibility for financial support with your studies at the sixth form. The information will be processed solely for that purpose. It will be treated as confidential, but may be passed to government funding agencies. Your application will be retained for 6 years.

I confirm that the details on this application and supporting information are true and accurate and that I give my consent to the Sir Isaac Newton Sixth Form recording and processing the information on this form. I will advise the Sir Isaac Newton Sixth Form if my eligibility for a bursary changes during the year, eg as a result of changes to household financial circumstances. I understand that the Sir Isaac Newton Sixth Form has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.

Student Signature _____ **Date:** _____

Parent/Carer Signature _____ **Date:** _____

(for Priority 1 applicants a student signature only is required)

GUIDANCE ON PROOF OF ENTITLEMENT

PRIORITY 1 GROUP

Please enclose proof if you are in one of the following categories:

- **You** are living in care.
- **You** have recently left care.
- **You** are receiving income support (or universal credit).
- **You** are disabled and receiving both Employment Support Allowance and Disability Living Allowance (or Personal Independent Payments).

PRIORITY 2 AND 3 GROUPS

If you are living **in the parental home**, please ask your parents to refer to the household income thresholds referred to for each priority group and ensure the correct box is ticked. Documentary evidence will be required by enclosing one or more of the documents listed below.

If you are living **independently**, please refer and sign this section yourself.

Please enclose proof, if you are in receipt of one of the following:

- Income Support (or Universal Credit)
- Job Seekers Allowance (JSA)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum act 1999
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit Exemption Certificate
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If you are not in receipt of any of the above, please attach proof of household income, including the following:

- Earnings
- Partner's Earnings
- Benefits
- Unearned Income
- Interest from savings and grants/scholarships from other sources
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Proof could be in the form of a copy of your benefit book, NHS Tax Credit Exemption Certificate, bank statements, a letter from the Department of Work and Pensions, pay slips and, if you are self-employed, authorised evidence of income.