

**16-19 Bursary Fund**  
**Application Form 2024-25**



**Students** should complete and return to **Mrs Thompson** together with the relevant supporting evidence by **Monday, 7 October 2024**. You will be notified of the outcome of your application as soon as possible after the closing date.

Please note that the bursary application process, and all supporting evidence provided is confidential.

**Title:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Phone/Mobile:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Date of Birth (DD/MM/YY):** \_\_\_\_\_ **Age:** \_\_\_\_\_

<b>Have you been resident at your current address for more than 1 year</b>	<b>Yes</b>		<b>No</b>	
<b>Have you been resident in the UK for the last 3 years</b>	<b>Yes</b>		<b>No</b>	

Students may be eligible for **EITHER** Vulnerable bursary **OR** Discretionary bursary, but not both. The questions in the section below relate to the **student** and not a parent or carer.

<b>Vulnerable Bursary Criteria</b>				
To qualify you must fall into one of the categories below and produce the required evidence as stated.				
Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement letter)	Yes		No	
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes		No	
Disabled student in receipt of <b>both</b> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required - financial statement showing <b>both</b> ESA and DLA/PIP)	Yes		No	

### **Discretionary Bursary Criteria**

Bursary awards are made based on personal circumstances and the needs of each individual student. Financial support may be provided to cover costs such as books/equipment, transport, meals and other miscellaneous items associated with your study programme. Payments may be made 'in-kind' or in cash, and are at the discretion of the school.

Attendance and behaviour must meet required standards, and payments may be withheld if the agreed standards are not met.

Household income, in conjunction with other factors will be used to establish the amount of support awarded to students. **Evidence must be provided in support of your application for it to be considered.**

As a guide, a household with an income in excess of £35,000 is unlikely to be eligible for a bursary. Applications will however still be considered if your personal circumstances demonstrate that you are in need of financial support.

Please provide as much information as possible in support of your application.

Please note that completion of the next section is **compulsory**. Your application will not be considered if full details of the support you require are not provided. If you answer no to all questions, we will assume that bursary assistance is not required.

### **Do you require assistance with:**

#### **Travel: Yes / No**

If yes, please provide details of the cost per day to travel to and from Sixth Form.

#### **Meals: Yes / No**

If yes, please provide details of what assistance is required e.g. breakfast daily, lunch daily

#### **Books/Equipment specific to your course**

Please specify:

#### **Other – Please outline requirements:**

Please continue on a separate sheet, if required

**Evidence Required**

If you are in receipt of Universal Credit, please provide copies of the 3 most recent monthly award statements.

**OR**

If you are in receipt of Tax Credits please provide **full TCAN notice** for the current financial year **plus one** of the following:

- Income Support/UC award notice
- Tax return as evidence of self-employed earnings
- 3 most recent wage slips for all working adults in the household
- Other benefits or pension award notice

**If you cannot provide evidence then we cannot consider your application.**

**Number of dependent children in household:** \_\_\_\_\_

**Are you in receipt of a transport subsidy for travel to school:**\_\_\_\_\_

Bursary awards may be made 'in kind', for example purchasing equipment for students, or buying a bus pass. Any cash bursary payments must be made directly to students' own bank accounts by BACS. Payments cannot be made into another person's bank account.

Please complete your (student) bank details as printed on your bank card or statement:

**Bank/Building Society:**

**Account Name:**

**Account Number:** \_ \_ \_ \_ \_

**Sort Code:** \_ \_ - \_ - \_

**Student Declaration:**

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary award, fully aware that any false statements can lead to withdrawal and recovery of any financial support, and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be considered.
- I understand that a Bursary award is granted on condition of standards of attendance and behaviour, and is made at the school's discretion.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify St John's immediately.
- I understand that any bursary awarded is to provide me with financial support to allow me to continue in learning, and if I leave my course all financial support will stop.
- I understand that I do not have an automatic entitlement to a bursary, and it is subject to the information that I have provided.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Carer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Office use only**

**Outcome of application:** \_\_\_\_\_

**Finance Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_