



Application for an Award from the 16-19 Bursary Fund 2023-24

Have faith...believe you can!

Please read the information on this page carefully. If you do not understand any of the points, please contact Mr Petri.

The new 16-19 Bursary Fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. Bursary funds are to be used to help pay for the costs related to participation in full-time education, such as the costs of transport, equipment, books, travel, exam costs, trips and visits. Each application will be looked at on an individual basis and judged against the eligibility criteria – funding may be awarded in full or in part.

We ask you to consider the entire academic year when applying for funding, however, we do appreciate that some costs are adhoc in nature or that financial situations change over the course of the year – please do not hesitate to contact Mr Petri to discuss the possibility of further financial support should the need arise.

Please note that all bursary awards made will largely be “in-kind” (ie. in the form of a travel card, voucher, direct payment for a trip etc.) However, should it be most appropriate to reimburse a student directly, all payments must be made directly into the student’s own active bank account via a BACS payment. Where bursary payment is to be made directly to a student, they will only be made in arrears once receipts are submitted to Mr Petri.

Payment may be withheld if you do not comply with the Sixth Form expectations on behaviour, performance and attendance.

There are two types of Bursary:

Vulnerable Groups Bursary

The following nominated groups are eligible to receive a bursary of up to £1200 a year:

- Students in care
- Students who are care leavers
- Students in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- Disabled students in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments, in their own right.

Discretionary Bursary

The discretionary bursaries are for young people facing financial barriers to participation in education. The level of support which the school can offer is dependent on the total funding received from the EFA and the numbers of applications it receives. The level of support offered may vary during the academic year and is dependent on the amount of funds available.

On the basis of the School’s EFA funding allocation for 2023-24:

- Students who have family earnings* of less than £24,000 are eligible to receive some financial support from the bursary. *your total household income, as evidenced by your last 3 most recent monthly UC Award statements.

APPLICATION FOR AN AWARD FROM THE BURSARY FUND 2023-24

Please complete all the details in full. If you do not provide the information requested your application will not be considered.

SECTION 1 - Student Details

First Names.....Surname.....

Address.....

.....Post Code.....

Home Telephone..... Mobile Phone.....

Date of Birth..... Age at 31/08/23.....

SECTION 2 - What Type of Bursary Award are you applying for?

Vulnerable Groups Bursary Please go to Section 3

Discretionary Bursary Please go to Section 4

SECTION 3 - About You

Are you?

- A student in care
- A student who is a care leaver
- A student in receipt of Income Support
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance

SECTION 4 - Your Living Arrangements

Section 4A: Do you live with at least one of your parent(s)/carer(s)?

Yes - please complete Section 4B below and then go to Section 5

No - please tell us your living arrangements below and then go to Section 5

Section 4B: About your parent(s)/carers(s)

Surname

First Name

Occupation

SECTION 5 – Evidence

All information provided in this section will remain confidential. **Evidence of your eligibility for the Vulnerable Groups Bursary and for the Discretionary Bursary must be sent with this application.** In most cases the last 3 months of your Universal Credit Award Notice should be sufficient for the Discretionary Bursary. In the absence of this please refer to other forms of evidence (see below). We may request further evidence from you.

Please enter the amount you consider your household income to be in the box below, together with any other information we should know. Please attach paper evidence to your application. Photocopies of evidence should be provided as documents *will not* be returned.

Qualifying Documentary Evidence

- Income Support or Universal Tax Credit
- Income Based Jobseeker's Allowance
- Asylum Seeker
- Child Tax Credit / Guaranteed Pension Credit
- Income Related Employment Support Allowance

Income Support

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous four months (including the first page with your name and address details on).

Income Based Jobseeker's Allowance

Please supply all pages of a letter showing the breakdown of Jobseeker's Allowance dated within four months (to include the first page with your name and address details on and the page that states that your Jobseeker's Allowance is Income Based).

National Asylum Seekers Support Scheme

Please supply a recent copy of your NASS letter.

Child Tax Credit / Pension Credit (income less than £24,000)

Please supply a copy of your Inland Revenue tax credit award notice for the current financial year (TC602) or a copy of your M1000 Pension Credit Award Notice (dated within the last four months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit.

Income Related Employment Support Allowance

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous four months (including the first page with your name and address details on).

SECTION 6 – Assistance required

We know that it is difficult to know in advance what you will need financial support with next year. We will work with your subjects to work out what textbooks, trips, resources etc. you will need; please just list the subjects you study below:

Subject 1

Subject 2

Subject 3

In addition, you may need support with travel to and from school, IT equipment or food. If for example you received free school meals in Year 11 you may be eligible to receive funding for food in Year 12 and Year 13 but it is not automatic, you must apply using this form.

Please detail below any further things that you may require financial support with (travel, IT equipment, food etc.)

Detail of item/s	Why do you require this?	Approximate Amount Required (£)

Were you in receipt of Free School Meals throughout Year 11? Yes / No

SECTION 7 – Declaration (delete as appropriate)

- I/We attach evidence of eligibility for a Vulnerable Groups/Discretionary Bursary
- I/We 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.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We will inform the School if there is a change to family earnings which affects eligibility for the Bursary Fund.
- I/We understand that payments may be withheld if I do not comply with the Schools expectations regarding behaviour, performance or attendance.
- I/We understand that relevant information regarding my application may be shared with other agencies such as the EFA funding body.
- I/We understand that any monies paid out may be reclaimed if I leave School before I have completed my studies.

Signed (Student).....Date.....

Signed (Parent/Carer).....Date.....

Your completed application form, together with evidence of eligibility, should be returned to: **Mr Petri, Sixth Form Centre, St John the Baptist School**

Applications should be received by **Friday 22nd September 2023**. Applications after this date will be accepted but payment will be delayed.

Ad hoc requests can be made during the academic year using this form, if you intend to make an in-year application, please contact Mr Petri directly.

Data Protection Statement

In accordance with the General Data Protection Regulations (GDPR) the data in this form will be processed on the legal basis of Public Task. The data the school holds will be the minimum it requires to process your application and this will be destroyed as soon as practically possible after the application review is complete.

SECTION 8 - Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

Please note for security reasons this page will be detached from your application form and be retained by our Finance Department

Student Name

Bank Name (e.g. Barclays)

Branch Location (e.g. Egham High St.)

Name of Account Holder (e.g. Mr J Bloggs)

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Roll Number (if you have a building society account)

Student Signature

For office use only

Process	Signed and dated
Application received	
Sufficient evidence provided	
Student meets eligibility criteria	
Bursary awarded	Type of Bursary awarded: VG / D Total value awarded: Head of Sixth Form to sign:
Items purchased / monies paid (if the student is being reimbursed then receipts must be provided by them first)	
All transactions should be charged to SJB4040 / SSED05	