**CONFIDENTIAL STUDENT**

**16-19 BURSARY FUND APPLICATION**

 (*Both student and parent/carer forms are required*)

Prior to completing this form please read the 16-19 Student Bursary Policy. Proof of entitlement must be included when the form is returned.

**STUDENT’S DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname/Family name |  | First name |  |
| Date of birth |  |  |  |  |  |  | Age on 1st September 2025 |  |
| Home address |  | Year group |  |
|  |
| Postcode |  |  |  |  |  |  |  |  |
| Email address |  |
| Home phone |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile phone |  |  |  |  |  |  |  |  |  |  |  |  |

**Do any of these apply to you? (Tick all those that apply)**

|  |  |  |  |
| --- | --- | --- | --- |
| I am living independently |  | I do not live with my parents |  |
| I am a looked after young person |  | I am a parent |  |
| I have been a looked after young person |  | I or my siblings receive free school meals |  |

|  |
| --- |
| **YOU MUST ENSURE YOU SUPPLY COPIES OF ANY RELEVANT DOCUMENTS**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Subjects studied** | **1** | **2** | **3** |
| **4** |

**STUDENT’S BANK OR BUILDING SOCIETY DETAILS**

|  |
| --- |
| To receive payments, you must have a bank account in your own name that will accept BACS payments. If the application is successful, any payments not made ‘in kind’ will be made into your bank account. |
| Name of Account Holder |  | Bank/Building Society |  |
| Sort Code |  |  |  |  |  |  | Account number |  |  |  |  |  |  |  |  |

**I confirm that the details are true and accurate. I also accept that if I have any unauthorised absences throughout**

**the school day or effort and/or behaviour falls below acceptable standards, funding may be removed.**

|  |  |  |  |
| --- | --- | --- | --- |
| Student signature |  | Date |  |

*The application form and appropriate evidence must be completed digitally and emailed as attachments to Mrs Mary Pasa, Sixth Form Manager by Monday 3rd November 2025. Please be aware that late applications may still be considered but may affect the amount of funding available.*

**CONFIDENTIAL PARENT**

**16-19 BURSARY FUND APPLICATION**

(*Both student and parent/carer forms are required*)

Prior to completing this form please read the 16-19 Student Bursary Guidance Notes. Proof of entitlement must be included when the form is returned.

**PARENT/CARER DETAILS**

|  |  |
| --- | --- |
| **ADULT 1** |  |
| Surname/Family name |  | First name |  |
| Home address (if different from student) |  |
|  |
| Postcode |  |  |  |  |  |  |  |  |
| Home phone |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile phone |  |  |  |  |  |  |  |  |  |  |  |
| **ADULT 2** |  |
| Surname/Family name |  | First name |  |
| Home address (if different from student) |  |
|  |
| Postcode |  |  |  |  |  |  |  |  |
| Home/mobile phone |  |  |  |  |  |  |  |  |  |  |  |  |
| How many dependent children live in the household? |  |

**Income information (to be completed by the parent/carer)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Do you receive any of the following?** | **Adult 1** | **Adult 2** | **Evidence must be provided** | **Adult 1** | **Adult 2** |
| Income Support/Universal Credit |  |  | Income related Employment Support Allowance |  |  |
| Disability Living Allowance |  |  | Personal Independence Payments |  |  |
| What was your total household income for the Tax Year 2024 - 2025 | **£** |

**Bursary being applied for:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type 1 – Defined Vulnerable Bursary** |  | **Type 2 – Discretionary Bursary** (please complete attached form detailing student’s needs) |  |

**I confirm that the details on this application and the evidence provided are true and accurate. I agree to inform the school immediately of any change in personal circumstances as they occur. I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.**

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/carer 1 signature |  | Date |  |
| Parent/carer 2 signature |  | Date |  |

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**IDENTIFICATION OF FINANCIAL SUPPORT**

Please indicate the expected costs to the student over the course of the upcoming academic year. This will assist the school in identifying each individual student’s needs.

|  |  |  |
| --- | --- | --- |
| **Support requested** | **Detail of expense** | **Cost** |
|  |  |  |
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|  |
|  |
|  | **Total** | **£** |

Students, parents and carers are reminded that both types of bursary funding are designed to help students overcome the individual financial barriers to participation that they face and no student will automatically be awarded a set amount of funding without an assessment of the level of need they have.

The Discretionary Bursary is disbursed on a needs basis depending on availability of finances in the fund. Please be aware that the Discretionary Bursary may not cover all expenses indicated.

All receipts must be attached in order for us to process any payments.

*The application form and appropriate evidence must be handed to Mrs Mary Pasa, Sixth Form Manager by Monday 3rd November 2025. Please be aware that late applications may still be considered but may affect the amount of funding available.*