



16-19 Bursary Fund Application Form

Please complete each section below

Section 1- Personal Information

Full Name _____ DOB: _____

Address _____

Phone: _____ Email: _____

Section 2- Eligibility Category:

This section will ask you to indicate under which of the 4 categories you wish your application to be considered against. You will also find information about what evidence will be needed to support your application. Please indicate by placing a cross in the box next to the category which applies to you and to confirm you have provided the evidence required.

Category 1 – Vulnerable Students

I wish my application to be considered under Category 1- I confirm that I am either

-in care

- a care leaver

-receiving Income Support (IS), or Universal Credit (UC) because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me (such as a child or partner)

-receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right **as well as** Employment and Support Allowance (ESA) or UC in my own right

In support of my application, I enclose either

- Written confirmation of my current, or previous looked-after status from the Local Authority who looked after me, or who provided my leaving care services; or
- A letter or email confirming that I am in receipt of the benefits indicated above.

**Category 2**

I wish my application to be considered under Category 2 – Discretionary Bursary.

For “Young people who are claiming, or who are eligible to receive, Free School Meals”

For students who did not attend Hinchingbrooke School:

Please provide the name and location (town or city) of your previous secondary school

Name of School:..... Location:.....

We can then check your eligibility for Free School Meals. If you are found to be eligible then a bursary under this category will be awarded

Category 3

I wish my application to be considered under Category 3 – Discretionary Bursary.

I confirm that my household income is less than £25 000 per annum.

In support of my application, I enclose one of the following:

- P60 for all earners in household
- Universal Credit letter including total household income figure
- Self-employed earnings (official tax return)
- Other benefits/pensions statement
- 3 most recent wage slips for each household earner

Category 4

If you have a sudden, unforeseen financial hardship.

We may have to contact parents/carers to discuss this further. This will also be awarded under the ‘discretionary’ bursary.

Please enclose a detailed statement in support of this application.

**Section 3**

To support your application, please write a statement which details what you intend to spend your bursary on, including costs. Remember that the bursary is intended for costs essential to your studies. This includes travel, equipment, resources, essential visits including overseas visits, university trips. If you are asking for a Category 4 award, please outline the reasons for this.

**Section 4- Bank Details**

In order for us to pay the bursary into your bank account, please provide your details below

Please note that we are unable to pay funds into Post Office bank accounts

Account holders name: _____

Bank/Building Society; _____

8 Digit Account Number: _____

Sort Code ____ - ____ - ____

Section 5- Applicant Declaration

I confirm that I have read the student guidance before submitting this application

I confirm that the information I have provided on this application is correct to the best of my knowledge, and that I understand **that I must notify the school of any change of circumstance which may affect my entitlement to a bursary payment.**

I understand the conditions which are attached to payment of the bursary

I will keep receipts to show what I have spent my bursary money on. The school may ask to see these as evidence of how you have spent your funds.

I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the Bursary Fund.

I understand that my information is being help by Aces Academy Trust in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. Bank details are needed in order to make bursary fund payments. These are stored in a secure, lockable place and will be held for 6 years and then removed and securely disposed of.

Signed _____

Date _____

Sixth Form Office-

DFE Checklist done?

Award Granted?

First Payment due?

Application rejected?