



## 16-19 Bursary Fund Application Form

Please complete each section below

### Section 1- Personal Information

Full Name \_\_\_\_\_ DOB: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 2 - Eligibility

You must:

- be at least 16 and under 19 on 31 August 2023
- study at a publicly funded school or college, or be on an unpaid training course
- have been a UK Resident for the last 3 years

### Section 3 – Categories

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 confirm that I personally 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.



## All Other Applicants – Discretionary Bursary

### Category 2 - Young people who are claiming, or who are eligible to receive, Free School Meals

☐

I wish my application to be considered under Category 2

I can confirm that I am in receipt of Free School Meals and that my circumstances have not changed since being granted FSM Provision.

**For students who did not attend Hinchingbrooke School:**

**Please provide the name and location (town or city) of your previous secondary school.** We can then check your eligibility for Free School Meals. If you are found to be eligible then a bursary under this category can be awarded.

Name of School:.....

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### Category 3 – Household Income

☐

I wish my application to be considered under Category 3.

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

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### Category 4 – Unforeseen Financial Hardship

☐

I wish my application to be considered under Category 4.

If you have a sudden, unforeseen financial hardship. We may have to contact parents/carers to discuss this further. Please enclose a detailed statement in support of this application. (please use an additional piece of paper if necessary)



Category 4 (additional space provided)

### Section 3 – Assessed Needs

To support your application, please indicate what needs you wish to spend your bursary on, including costs. \* Please note that not all requests will be approved.

Remember that the bursary is intended for costs **essential to your** studies (this includes travel, essential equipment, stationery, required course trips, and university open days). Where possible, items will be either **purchased for you** and **distributed** as you require them, or **purchased on your behalf** and **loaned to you** for as long as you are registered with us. In nearly all cases, non-expendable items will have to be returned to us in good working order when you leave Sixth Form.

☐ Travel to and from school using public transport (please give details) \_\_\_\_\_

☐ Essential books and textbooks (please list) \_\_\_\_\_

☐ Essential equipment eg. calculator, compass, etc (please list) \_\_\_\_\_

☐ Specialist Clothing eg. Protective overalls, dance shoes (please list) \_\_\_\_\_

☐ Stationery Supplies (please list) \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_



## Section 4- Bank Details

Please provide the bank details of the person who will need reimbursing for costs below. This may be you or your guardian or carer.

**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 including the purchase of consumables and the non-consumables loan agreement. ☐

I will keep receipts to show what I have spent my bursary money on. (The school will ask for evidence of how you have spent your funds.) ☐

I understand that if I leave before the completion of my programme of study, 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 held 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 for the prevention and detection of fraud in connection with this claim. Bank details are needed 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 Use Only -

Award Granted ☐

Evidence retained ☐

DFE Checklist done ☐

Documentation signed ☐

Appeal lodged ☐

Award letter sent ☐

Application rejected ☐