

KGA 16-19 Bursary Fund Application 2022 - 2023

Eligibility Checklist

(To be completed by the student – please tick.)

- I am a full-time student
- I am 16 years old or over
- I am a UK resident
- I have read the KGA 16 – 19 Bursary Process
- I meet the funding criteria for either Level 1, 2 or 3
- I am able to provide the necessary documentation
- I understand that the 16–19 bursary fund is to be spent on educational activities or resources based on your needs.
- I understand that I am required to provide receipts as evidence of appropriate use.
- I understand that the information and documentation that I provide is true to the best of my knowledge
- I understand that The Kingsbury Green Academy reserve the right to withdraw access to the Bursary fund under the terms and conditions detailed in the Bursary policy.

Signed:

Print name:

Date:

KGA 16-19 Bursary Fund Application 2022-2023

Please read the KGA 16-19 Bursary Fund Policy 2021 before completing this form.

Student Details

Surname	
Forenames	
Full Address	
Postcode	
Date of Birth	

Level Required - Please tick which level of payment you are applying for:

Level One – Identified vulnerable students eligible for £1200.00 bursary	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit	
I am in receipt of both Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance (ESA) (or Universal Credit in my own right	

Level Two – Identified students eligible for a discretionary bursary	
I am in receipt of Free School Meals	
My total household income is less than £17,005	

Transport requirements	
Meals in school	
Books & Equipment	
Educational Trips	

Level Three – Identified students eligible for a discretionary bursary for specific educational purposes. This will be based on individual needs	
My total household income is more than £17,005 but less then £30,500	

Household Income *(Required for Level Two and Level Three applications)*

Please include the **original supporting documentation** with this form. All evidence will be photocopied and dealt with strictest confidence. *(Please do not send any original documentation in the post. The students should bring this directly to Mrs Bradshaw who will photocopy and return).*

My total household income is:	£
-------------------------------	---

Please tick the supporting documentation provided

Receipt of benefit	
P60 <i>(tax year 2021-2022)</i>	
Full Tax Credit Award <i>(tax year 2021-2022)</i> Certificate	
Evidence of self-employment income <i>(tax year 2021-2022)</i>	
N.B Receipts will be requested	

Level Three Discretionary Bursary

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds. A separate form must be completed when making a request for Level Three funds during the academic year and receipts for any items purchased must be attached for audit purposes.

(Please see Mrs Bradshaw for further information).

Transport requirements	
Meals in school	
Books & Equipment	
Educational Trips	

Bank Account Details

Where bursary payments are made to a bank account, they should only be made to the students' bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address. Mrs Bradshaw will photocopy the details and return the original documents. The photocopies will be held in a secure location. *Please complete the bank account details required.*

Student Bank or Building Society details

Full name of Account Holder <i>(This should be exactly as it appears on your account- any error will delay payment)</i>	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.

Proof of ID if required

(Tick)

- Please provide one of the following:
- | | |
|-------------------|--------------------------|
| Passport | <input type="checkbox"/> |
| Driving licence | <input type="checkbox"/> |
| Birth Certificate | <input type="checkbox"/> |
| N.I. Card | <input type="checkbox"/> |

Sixth Form Office use only

Date application received	
Date application reviewed	
Supporting documentation provided, photocopied and returned	
Level of Bursary agreed	