

# 16-19 Bursary Fund Application 2024 - 2025

## 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 16 – 19 Bursary Policy
- I meet the funding criteria for either Level 1, 2 or 3
- I can provide the necessary documentation
- I understand that the 16–19 bursary fund is to be spent on educational activities or resources based on my 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 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:**

## 16-19 Bursary Fund Application 2024-2025

Please read our 16-19 Bursary Fund Policy before completing this form.

### Student Details:

Surname:	
Forenames:	
Full Address:	
Postcode:	
Date of Birth:	

**Level Required** - Please fill in the relevant boxes according to which level of payment you are applying for:

#### Level One – Identified vulnerable students eligible for full 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 Y/N	
My total household income is less than £17,005* Y/N	
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 than £33,500*	
Y/N	

**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 (admin person) who will photocopy and return).

My total household income is:	£
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Please tick the supporting documentation provided:

Receipt of benefit letter/email (tax year 2023/2024)	
P60 (tax year 2023-2024)	
Universal Credit online statement	
Self-employment tax return showing income	

**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.

Transport requirements	
Meals in school	
Books & equipment	
Educational trips	

\*Figures subject to change – ESFA guidance 2024

### **Bank Account Details**

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

You must attach an original bank account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address. This will be photocopied, and original documents will be returned. 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 (This should be exactly as it appears on your account- any error will delay payment)	
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
- Driving Licence
- Birth Certificate
- N.I. Card

#### **Sixth Form office use only**

Date application received	
Date application reviewed	
Supporting documentation provided	
Photocopied and returned	
Level of bursary agreed	
Award rejected	