**16-19 BURSARY APPLICATION FORM**

This completed application form and relevant evidence must be handed in by 30 September 2023. Applications made after this date will be considered provided sufficient funds are available. It should be completed by the student, although you may need help from your parent or guardian.

|  |  |
| --- | --- |
| **College ID Number:** | |
| **Surname:** | **Forename:** |
| **Address:** | |
|  | **Postcode:** |
| **Date of birth: (DD/MM/YY)** | **Age:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you the right of abode and been resident in the UK for the last 3 years? (Please tick the appropriate box) | **Yes** |  | **No** |  |

**Bursary criteria**

You must be aged 16, 17 or 18 on 31 August 2023 and meet the Education Funding Agency’s residency criteria. The bursary is to be paid to enable you to attend college with us and will only be paid if your attendance and behavior meet the required standards. Students age 19-24 that have an EHC Plan are eligible for young people funding by ESFA.

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| **Vulnerable Bursary additional criteria**  To qualify you must fall into one of the categories below and produce the requisite evidence. | | | |  |
| Are you in or recently left local authority care? | **Yes** |  | **No** |  |
| Are you getting Income Support or Universal Credit in your own name? | **Yes** |  | **No** |  |
| Are you getting Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit? | **Yes** |  | **No** |  |
| Are you getting Personal Independence Payment (PIP) in your name and either ESA or Job Seekers Allowance? | **Yes** |  | **No** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Discretionary Bursary additional criteria**  Your household income is one of the criteria which will help us to assess your application. If your household income exceeds **£27,000** per annum, you will not be eligible for a discretionary bursary payment.  You must provide your **total household income** and tick the box (es) of all the relevant documentation that you are providing to support this, including details of benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments. | | | | | | | | | | |
| **What was your household income for the tax year 2022-23?** | | | | | | **£** | | | | |
| P60 (for all earners in the household) |  | Income Support / Universal Credit award letter | | |  | Full TCAN (Tax Credit Award Notice) | | | |  |
| Self-employed earning (official tax return) |  | Other benefits/pension award letter | | |  | Wage slips (3 most recent wage slip) | | | |  |
| My family does not receive any benefits | | |  | Are you currently in receipt of free school meals? | | | **Yes** |  | **No** |  |

The amount of financial assistance you may receive is dependent upon your personal circumstances and is intended to help you with the costs of overcoming any barriers you may have when attending College.

* Please enter **YOUR** bank details below.
* Please note that we only make payments into **YOUR** bank account.
* **Third party** accounts will not be accepted. .
* Post Office accounts are not accepted.

|  |  |
| --- | --- |
| Name of Bank |  |
| Name of account holder |  |
| Sort Code (6 digits) |  |
| Account Number (8 digits) |  |

**Student declaration**

* I declare that the information on this form is true and accurate to the best of my knowledge.

I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.

* I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
* I understand that monies I receive under the Bursary Fund will be paid on condition of Career Ready Standards of attendance of 90% and above and behavior.
* When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the School immediately.
* I will notify the College immediately with any changes to my Bank/Building Society details.
* I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
* I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel, meals, and additional miscellaneous course costs.
* I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the LSF Team. If I feel I have not been treated fairly I can follow the College Complaints Procedure.

**I confirm I have read the ‘16-19 Bursary Fund 2023-24 – Information for students’ which is available on the School website.**

**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Total Awarded** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approved by:** \_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide the following documents:**

**\*Proof of Income \* Proof of Residency \* Proof of Bank Details**