

# 16-19 Bursary Eligibility & Application Form – 2016/2017



Private and Confidential

<b>Student's Full Name</b>		<b>D.O.B</b>	
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## Section 1 – Group 1 (Guaranteed Bursary)

Are you: (please circle any of the criteria below that might be applicable)

1. In Care	<b>Yes</b>	<b>No</b>
2. A Care Leaver	<b>Yes</b>	<b>No</b>
3. Young Person In receipt of Income Support or Universal Credit	<b>Yes</b>	<b>No</b>
4. Disabled Young Person in receipt of ESA (Employment Support Allowance) and who is also in receipt of PIP or DLA (Personal Independence Payments / Disability Living Allowance)	<b>Yes</b>	<b>No</b>

If you have answered **NO** to **ALL** of the above, you are not eligible for the guaranteed bursary, but you may be able to **apply for our Discretionary Bursary** (please go to **Section 2**) or our **Additional Discretionary Bursary** (please go to **Section 3**).

If you have answered **YES** to **ANY** of the above we will need you to supply evidence to support your claim. Upon receipt of satisfactory evidence we will confirm your entitlement to the guaranteed bursary.

We can accept either of the following as evidence:

- a letter setting out the benefits which you are entitled to (normally from DWP)
- written confirmation of your current or previous looked after status from the local authority which looks after or provides your leaving care service.

<b><u>For office use only</u> : evidence seen , approved &amp; attached</b>	<b>Administrator's initials</b>	
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## Application for Guaranteed Bursary

I am entitled to a Guaranteed Bursary of £1200.00 per year and would like this to be paid as a termly amount directly into my bank account.

The calculation used for this is £1200.00 divided by 3 = £400 per term.

In order to receive this I must adhere to the School Partnership agreement and:-

- Attend all my chosen Level 3 timetabled lessons
- Work in a positive and mature way within these lessons achieving A2L of level 3 or higher
- Complete homework and coursework as demanded by staff and the course itself
- Attend all examinations as timetabled
- Not be excluded for any periods of time during the academic year.

**Student Signature** \_\_\_\_\_

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Approved on behalf of KHS \_\_\_\_\_ Date \_\_\_\_\_

## Section 2 – Group 2 (Discretionary Bursary)

Are you in receipt of Free School Meals? If you are, we will have already received the evidence of your eligibility from Suffolk County Council.

***For office use only : eligibility confirmed?***

**Administrator's  
initials**

### Application for Discretionary Bursary

I am entitled to a Discretionary Bursary of £1000.00 per year and would like this to be paid as a termly amount directly into my bank account.

This will be split as £400 (Autumn Term), £400 (Spring Term), £200 (Summer Term).

In order to receive this I must adhere to the School Partnership agreement and:-

- Attend all my chosen Level 3 timetabled lessons
- Work in a positive and mature way within these lessons achieving A2L of level 3 or higher
- Complete homework and coursework as demanded by staff and the course itself
- Attend all examinations as timetabled
- Not be excluded for any periods of time during the academic year.

Student Signature \_\_\_\_\_

Approved on behalf of KHS \_\_\_\_\_ Date \_\_\_\_\_

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## Section 3 – Group 3 (Additional Discretionary Bursary)

We need to know if you are currently in receipt of any other benefits as this may affect the level of Additional Discretionary Bursary you can apply for.

What benefits are you currently in receipt of? Please detail:	<b>How much do you get per week?</b>  £00.00
Are you in receipt of a Statement of Tax Credit (TC602)? If so, please enclose it with this application.	<b>Yes/No</b>  <b>TC602 Enclosed – Yes/No</b>

**If you have answered NO to both of the above, then you are NOT eligible for this Additional Discretionary Bursary.**

## Application for Additional Discretionary Bursary

I am applying for the Additional Discretionary Bursary to support me in the following activities:-

Description	Cost

In order to receive this Additional Discretionary Bursary payment, I must adhere to the School Partnership agreement and:-

- Attend all my chosen Level 3 timetabled lessons
- Work in a positive and mature way within these lessons achieving A2L of level 3 or higher
- Complete homework and coursework as demanded by staff and the course itself
- Attend all examinations as timetabled
- Not be excluded for any periods of time during the academic year.

***For office use only: evidence seen, approved and attached?***

**Administrator's initials**

**Student Signature** \_\_\_\_\_

I confirm that this student has been granted the Additional Discretionary Bursary of £ \_\_\_\_\_ per year.

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Approved on behalf of KHS \_\_\_\_\_ Date \_\_\_\_\_

## Section 4 – Payment Details

I understand that, should I be awarded the Guaranteed or Discretionary Bursary, it will be paid in three termly payments directly into my bank account at dates to be determined by Kesgrave High School.

In the case of the Additional Discretionary Bursary, where possible these payments will be made directly to the agency (travel passes) or school department (trips), etc. concerned. If this is not possible, then payment will be made into my bank account.

## Bank Account Details

My bank account details are as follows:-

Name of Account:	
Name of Bank/Building Society:	
Bank/Building Society Address:	
Branch Sort Code:	
Account Number:	

Student Signature \_\_\_\_\_

<b><u>For office use only</u></b> : Bursary passed for payment?	Date:	Administrator's initials	
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Please complete the appropriate pages of this application form and return it in a sealed envelope marked for the attention of Mrs Wheatley.

All applications will be dealt with promptly and in the strictest confidence.

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