



## **Kingsdale Foundation School Sixth Form**

### **16-19 Bursary Fund Application Form 2018-19**

This completed Application Form, along with the relevant evidence (see below) should be submitted to the Attendance Office for the attention of Mr Sear, no later than by **Friday 21<sup>st</sup> September 2018**.

If you are completing this form as an 'in-year' application, it should be submitted by the 1<sup>st</sup> day of the next month for consideration.

**Applicants must read the accompanying 16-19 Bursary Statement 2018-19 prior to completing and submitting this form. This document is available from Mr Sear, Mr Unwin & Mr Ware or via our website [www.kingsdalefoundationschool.org.uk](http://www.kingsdalefoundationschool.org.uk)**

#### **Bursary Criteria**

To qualify for any Bursary Award, applicants must satisfy the following criteria:

- To be eligible for a bursary award, a student must be aged between 16 and 18 years on 31<sup>st</sup> August 2018 **or**
- Be aged 19 or over at 31 August 2018 and have an Education, Health and Care Plan (EHCP) (Discretionary bursary only) **or**
- Be aged 19 or over at 31 August 2018 and continuing on a study programme they began aged 16 to 18 ('19+ continuers') – (Discretionary bursary only)

Students must also meet the residency criteria in the ESFA 2018 to 2019 academic year funding regulations for post-16 provision and be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted). The provision must also be either funded directly by ESFA or by ESFA via a local authority. Kingsdale Foundation School Sixth Form satisfies these requirements.

Any bursary award is paid to enable students to attend education with us in the Sixth Form and will only be paid (if awarded) if attendance and behaviour meet the required and stated standards. More details can be obtained in the Kingsdale 16-19 Bursary Statement document.

**Confidential when completed**

**Section 1a: Student Details**

Surname/Family Name:	
First Names:	
Date of Birth:	
Your Age:*	
<small>*You must be under aged 16, 17 or 18 (i.e. under 19 years) on 31<sup>st</sup> August to apply</small>	
Address:	
Post Code:	
Have you had the Right of Abode and been resident in the UK for the last three years?	YES / NO
E-mail address:	
Home Phone:	
Mobile Phone:	

## Section 2: Enhanced Bursary Application

Please complete this section only if applying for an Enhanced Bursary Award

To qualify for an Enhanced Bursary, you must fall into one of the categories below and produce the required evidence as stated.

Please be reminded that each application is assessed on individual circumstances. Confirmation of eligibility does not mean automatic entitlement to an award.

Are you currently looked after in care? ( <i>evidence required – letter from Local Authority</i> )	<b>YES</b>		<b>NO</b>	
Are you a Care Leaver? ( <i>evidence required – letter from Local Authority</i> )	<b>YES</b>		<b>NO</b>	
Are you in receipt of Income Support or Universal Credit in your own right? ( <i>evidence required – Income Support or Universal Credit Statement letter</i> )	<b>YES</b>		<b>NO</b>	
Are you in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments? ( <i>evidence required – financial statement showing both ESA/UC and DLA/PIP</i> )	<b>YES</b>		<b>NO</b>	

### Section 3: Discretionary Bursary Application

Please complete this section only if applying for a Discretionary Bursary Award

To qualify for a Discretionary Bursary, your household income must not exceed £21,500. If your household income exceeds £21,500, you will not be eligible for a bursary payment, although you may be eligible for other school based awards.

**Please be advised that for us to make an accurate assessment of household income, we will require evidence of income for each relevant responsible adult, e.g. if two parents are registered with us, we will require evidence for each parent before an award can be considered.**

Please provide details of the registered adults (over 18 years) in the declared home address:

#### **Adult 1**

Surname/Family Name:	
First Name:	
Address:	
Post Code:	
Phone Contact:	
Relationship to applicant, e.g. parent, older sibling etc.	

#### **Adult 2**

Surname/Family Name:	
First Name:	
Address:	
Post Code:	

Phone Contact:	
Relationship to applicant, e.g. parent, older sibling etc.	

**Adult 3**

Surname/Family Name:	
First Name:	
Address:	
Post Code:	
Phone Contact:	
Relationship to applicant, e.g. parent, older sibling etc.	

Please tick one of the following to indicate what type of evidence of household income you have provided to support your application for a Discretionary Bursary. If you cannot provide evidence then we will be unable to process your application.

P60	<input type="checkbox"/>	Income Support/Universal Credit Award letter	<input type="checkbox"/>	Full TCAN notice	<input type="checkbox"/>
Self-employed earnings (official tax-return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips (most recent 3 months slips)	<input type="checkbox"/>

Number of dependent children in household?	
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Household Income ( <i>the total of all income into the student's home</i> )	
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Are you a carer for a member of your family?  If you answered yes above, please provide further information below	YES/NO
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The amount of financial assistance you will receive if your application is successful will depend on your individual personal circumstances. The Bursary is intended to help you with the costs of overcoming any barriers you may have when attending your courses.

Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each day in learning. **Please note that this information is strictly confidential and will be only be used for assessment purposes.**

Item	How much will you need each day?	How many days you will need this in the year?
Travel to and from Sixth Form ( <i>Please describe below the distance and journey undertaken each day</i> ).		
Meals, e.g. lunch		
Equipment required for learning ( <i>Please describe below the equipment you will require to support your learning, e.g. books etc</i> ).		
University Visits/enrichment activities ( <i>describe proposed visits below</i> ).		
Any other cost ( <i>Please describe these in detail below</i> ).		

#### **Section 4 : Student Bank or Building Society Details**

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account , you need to open one before completing this form.	
Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	

#### **Section 5: Learner Declaration**

Please read this section carefully before signing and dating at the bottom.

- 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 Award, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to my details being passed on to the relevant agency and my 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 any monies I receive under the Bursary Fund scheme will be paid only on the conditions of standards of attendance, punctuality and behaviour, as explained in the Sixth Form 16-19 Bursary Fund Policy Statement 2018-19.
- Holidays will be unpaid.
- I will attend regularly and complete the courses for which any Bursary Award made is supporting me.
- Should any changes to my household financial situation occur (which could result in changes to my Award), I confirm that I will notify the school via Mrs Cowling in the Attendance Office as soon as possible.
- I will inform the school of any changes to my bank/building society details as soon as possible.
- I understand that any monies I receive under the Bursary Fund scheme will have been awarded to provide me with financial support to allow me to continue in learning and that if I leave learning, all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary Fund Award payments and that all payments will be made on the basis of the information I have provided and the conditions I have agreed to.

- I understand that any Bursary Award payments made to me are to be used for items specified, e.g. books, equipment, travel costs, meals, and additional costs such as equipment and university visits.
- I understand that I have the right to appeal if I disagree with the outcome of my Bursary Fund application and that the procedure for this is outlined in the Sixth Form 16-19 Bursary Fund Statement 2018-19.

**I confirm that I have read the Sixth Form 16-19 Bursary Fund Policy Statement 2018-19.**

**Student Signature**

Signature		Date	
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**Parent/Carer Signatures** (a signature is required for each parent/carer/guardian registered for a student)

Signature		Date	
	Parent/Carer		

Signature		Date	
	Parent/Carer		