



# Application to the 16-19 Bursary Fund 2019/20

## For students aged 16-18 on 31 August 2019



Please complete in Block Capitals, whilst referring to the accompanying notes in Section 9, page 3. Further guidance may be found in the 16-19 Bursary Fund Policy Statement, available on the school website.

### Section 1: Personal Details

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_ Date of application : \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

### Section 2: Study Programme details

Subject 1:	Subject 2:
Subject 3:	Subject 4:

### Section 3: Bursary Category *Please indicate which category of bursary you wish to apply for*

Bursary Category <small>Please tick one box below</small>	Guidance for completion
<b>Priority</b> <input style="float: right; margin-left: 20px;" type="checkbox"/>	<i>A Priority Award is paid termly to students who fall into a vulnerable group category, subject to supporting evidence and meeting attendance and behaviour criteria. Please refer to the Application Guidance Notes in Section 9. If your application is for a Priority Bursary, you do not have to complete Section 4 – <b>please go straight to Section 5.</b></i>
<b>Discretionary</b> <input style="float: right; margin-left: 20px;" type="checkbox"/>	<i>A Discretionary Award consists of targeted payments for specific essential costs. Please state what costs you would like the bursary to support, provide documentary evidence and sign this form. Please refer to the Application Guidance Notes in Section 9.</i>

### Section 4: Nature of Financial Support requested

Financial support may only be considered for costs associated with attending school. These may include items such as assistance with travel costs, lunches, books, printing and other materials required for your study programme, including educational visits and university open days. Funding authorities require the school to seek benefit in kind, for example, the provision of a bus pass or books, rather than the cash for students to make these purchases themselves.

**Please indicate the type of costs you seek to be met by the Discretionary bursary and include indicative amounts (£):**  
*For example, these costs may include: a bus pass from a specific location, subject specific revision guides, academic books, art or photography resources*

### Section 5: Student Bank details

For the Discretionary Bursary, Rossett School will seek to make benefits in kind. However, where this is not appropriate or possible, payments may be made by bank transfer to the bank account in the name of the student, and not the parent/carer. Please record your details below, including your name as it appears on your card or bank statement.

Cheques will not be issued.

<b>Full name of account holder:</b>	
<b>Name of Bank:</b>	
<b>Branch:</b>	
<b>Sort Code:</b>	
<b>Account Number:</b>	

### Section 6: Supporting evidence

<b>Are you or your siblings in receipt of Free School Meals?</b>	<b>YES/NO</b>
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If you answer YES to the above, you do not need to provide any further supporting evidence.

**Please state which documentary evidence you are providing, for example, a copy of disability allowance, universal credit, carer's allowance:**

*(Please refer to the Application Guidance Notes in Section 9, page 3)*

### Section 7: Supporting information

**Please provide any further information you feel may be relevant to this application:**

### Section 8: Declaration

I/we declare that the information provided is true and understand that I/we need to provide relevant documents to support this application; failure to do so may prevent the application from being approved. I/we also understand that I/we must inform the school of any changes to my/our circumstances. I/we agree to repay the school all monies in full if the information detailed above is shown to be incorrect or misleading.

Further, I/we understand that the 16-19 Bursary will cease with immediate effect should the applicant fail to satisfy acceptable levels of attendance, performance or behaviour. I/we also understand that payments will not be made until receipt of a signed Sixth Form Learning Agreement.

**Student's Signature:**

**Parent/Carer's Signature:**

**Date:**

**The deadline for the receipt of a Bursary application is**

**Monday 16 September 2019.**

**For a student to be eligible for consideration for a 16 – 19 Bursary, they must meet one or more of the following criteria:**

1. The student or sibling is already registered for free school meals at the school
2. The household income less than £25,000
3. The student is living independently with an income of less than £25,000

The value of the award will vary dependent on the assessment of income and type of award made.

The table below provides details of the necessary documents required to support your application. Please supply the documents below to support your claim.

*To be provided by the person(s) responsible for the household bills*

Criteria	Evidence Required
<b>Full-time student at Rossett School</b>	Signed Sixth Form Learning Agreement
<b>Annual Salary less than £25,000</b>	P60 for tax year 2018-19, or week 52 (last week in March 2019) payslip or month 12 (March 2019) payslip
<b>Universal Credit</b>  <b>Income Support</b> <b>Job Seekers Allowance</b> <b>Disability Living Allowance</b> <b>Employment Support Allowance</b> <b>Incapacity Benefit</b> <b>Carer's Allowance</b> <b>Housing Benefit</b> <b>Working Tax Credit</b> <b>Child Tax Credit</b>	Entitlement / Award letter – dated within the last 3 months

For school use only	
Documents checked	
Approval Signature 1	
Approval Signature2	
Type & value of awarded	
Confirmation letter sent	