



16 – 19 BURSARY FUND

APPLICATION FORM

2018-19

What is it and who is it for?

- Guaranteed Bursary of £1200 for students in care, leaving care, in receipt of Income Support and disabled students in receipt of Disability Living Allowance (DLA) and Employment Support Allowance (ESA)
- For students studying a course funded by a Government Agency with a household income under £25,000, or for students with exceptional circumstances.
- For compulsory course related costs such as equipment, travel, or cost of meals.

How to complete this form

- Use blue or black ink and write in CAPITALS
- Answer ALL questions
- Provide documents that are required for assessment and audit purposes where you answer YES to any question (see list attached of documents required)
- Provide PHOTOCOPIES of documents. Original documents may not be returned. Steyning Grammar School cannot accept responsibility for loss or damage of these.
- Remember you are applying for the bursary – evidence of income will be based on the household income so you will need to ask for your parent/carers assistance in providing certain information.



Steyning Grammar School

16-19 Bursary Fund Application Form

Academic Year 2018/19

Section 1

Student Name:

Date of Birth:

Age at 1/9/18:

Address:

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Home Tel. No.

Mobile No.

E-mail Address:

Nationality:

**Name of Parent/
Guardian:**

Address

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Courses:

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Section 2 - £1200 Guaranteed Bursary

If you answer 'Yes' to any of the statements below and provide the relevant evidence you will be eligible to the Guaranteed Bursary. Remember you are answering this as a student.

- | | | |
|---|-----|----|
| 1. Are you in care or a care leaver? | Yes | No |
| 2. Do you receive Income Support? | Yes | No |
| 3. Do you have a disability and receive DLA <u>and</u> ESA? | Yes | No |

(please circle as appropriate)

If you have answered 'Yes' to any of the above questions go to Section 6

Section 3 - 2018/19 Household Income

- | | | |
|--|--------------------------|---------|
| a) Have you received Discretionary Bursary Funds in the past? | Yes | No |
| b) Do you/your family receive Tax Credits? | Yes | No |
| c) What is the earned annual household income before tax? | | £ |
| d) Do your parent(s) receive pension payments? | Yes | No |
| e) Do your parent(s) receive any of the following: | | |
| Income Support | <input type="checkbox"/> | |
| Jobseeker Allowance | <input type="checkbox"/> | |
| Housing Benefit | <input type="checkbox"/> | |
| Employment and Support Allowance | <input type="checkbox"/> | |
| Disability Living Allowance | <input type="checkbox"/> | |
| Incapacity Benefit | <input type="checkbox"/> | |
| Carers Allowance | <input type="checkbox"/> | |
| f) Do your parent(s) receive any payment from any other source e.g. child maintenance? | Yes | No |
| If Yes, how much income is received on an annual basis? | | £ |
| g) Are you a single parent family? | Yes | No |
| h) Are your parent(s) solely dependant on savings? | Yes | No |

Section 4 – Travel Costs

- a) Do you travel more than 3 miles and need help with travel costs? Yes No

If no, go to Section 5

- b) How do you travel to College?

Bus

Train/Bus

Car/Motorbike

- c) How much will it cost per week? £

Section 5 – Course Costs

- a) Please specify what course related costs you will have (if known): £

£

£

- b) Have you already paid for any items? Yes No

If Yes, please provide a copy of the receipt.

Section 6 – Declaration

You MUST sign this declaration

- ❖ The information I have given on this form is complete and accurate to the best of my knowledge.
- ❖ I understand that if I give Steyning Grammar School false information, or do not give complete information, I may be refused assistance now and in the future, or my financial assistance withdrawn.
- ❖ I agree that the information I have provided and details about any grant I have been awarded may be passed to the person I have detailed as my main guardian in Section 1 of this application form.
- ❖ I understand that by applying for funding it is not a guarantee that my costs will be covered.
- ❖ I understand that if I withdraw from my course that I may be liable to pay any allocation I have received from the Bursary Fund back to Steyning Grammar School.
- ❖ I have read and understood the Financial Guidance Document.

General Data Protection Regulations

In accordance with our responsibilities under the General Data Protection Regulations, you should be aware that the personal information you choose to provide will be held on a computerised system. It will not be passed to any person or organisation outside WSCC except as detailed below in relation to funding providers. Steyning Grammar School will not sell or rent your personal information to anyone.

How we use your personal information

The personal information you provide may be passed to the Education Funding Agency for England to create a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education and training. Further information about use of and access to your personal data, and details of partner organisations are available.

I apply for admission to Steyning Grammar School Sixth Form College, and agree to the processing of such data for any purposes connected with my studies or my health and safety (whilst on the premises) for purposes connected with my studies, or for any legitimate reason.

Please sign to agree you have read and understood the above

Signed: Date:

Print Name:

Parental/Guardian Declaration

I understand that should this application be refused or cancelled I may be liable to repay any costs incurred by Steyning Grammar School

Signed: Date:

Print Name:

Documentary Evidence Required

Section 1

Copy of your birth certificate or passport to confirm your age.

Section 2

- 1) Letter from the Local Authority confirming in care or a care leaver.
- 2) Income Support Award Notice dated 01/04/18 or later.
- 3) DLA and ESA letters dated 01/04/18 or later.

Section 3

- a) All pages of your parents 2018/19 Tax Credit Award Notice
- b) P60's/Self Assessment Evidence to confirm household income.
- c) P60's to confirm parent pension receipts
- d) For any boxes ticked, please enclose Award Notices dated after 01/04/18
- e) Proof of any other payments received such as child maintenance.
- f) Bank statement to confirm parents are solely dependant on savings

Section 4

- a) Travel Grant Entitlement Letter
- b) Bus/Train tickets or weekly petrol receipts

Section 5

- a) Proof of potential cost of course related items e.g. equipment list, booklist etc
- b) Attach receipts for any costs already incurred.