

16 – 19 Bursary Scheme Information

Discretionary Bursary

Academic Year	2026 – 2027
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This is the application form for the Discretionary Bursary Fund.

The Discretionary Bursary Fund is available to you if your household income is below **£30,000** per year. This includes the income of your parents or any partner of a parent living in your household. If you split your time between two or more households, you should use the household where you live for most of the time whilst attending sixth form.

If you live more than 3 miles away by safe walking route, from the sixth form; and your household income is below **£33,000** you may apply for support from the discretionary bursary fund to help with your transport costs.

Applications can only be considered once evidence of household income is provided

Evidence can be provided at the same time as you submit your application form, or it can be sent to the sixth form separately. Examples of acceptable evidence can be found in the Bursary Guidance. For further information or to arrange to submit evidence separately, the person/people providing evidence should contact Belinda Lennon blennon@bishoplaney.org.

How to make an application

Please complete this application form either on paper or by completing the online version of the form and submitting it by email and returning it to Belinda Lennon blennon@bishoplaney.org. They can also answer any questions you might have about the bursary.

We expect to allocate most of our discretionary bursary fund at the start of the academic year and so it is important that you submit the form by the date shown below, along with the evidence of your household income.

Deadline for applications FRIDAY 18TH SEPTEMBER 2026

Further applications can be made during the academic year, though please note that available funds may be limited.

How we can support you and how we will provide support

In most cases, financial support is provided in the form of materials, books, equipment and catering account credit. Where monetary payments are made directly to students, these will be as reimbursements and will be made by BACS transfer, to a bank account held in your name. In such cases, bank details will be requested once a bursary has been awarded.

The 16–19 Bursary Fund is to help you with your education related costs.	
Transport costs	Where possible, the sixth form team will provide weekly / termly tickets. In other cases, bus and train travel will be reimbursed monthly on production of tickets or travelcard / mobile app statements. Car / motorcycle use will be reimbursed at £0.45 per mile monthly from your home address. Transport cost reimbursements will be adjusted to reflect attendance in the month prior to payment.
Course books	Course textbook(s) and revision guide(s) as selected by the course teaching staff, for each course that you study.
Stationery pack	A pack of stationery including folders, lined paper and pens etc. replenished termly, with the option of a calculator if required.
Equipment	Where you require your own equipment or tools for your course, e.g. a graphical calculator, art materials or equipment for practical work. We can also provide a loaned laptop, for the duration of your course.
Specialist clothing	Any specialist clothing required for your courses, such as safety boots or items branded with the sixth form's name or logo.
Meal costs	Account credit to use at on-site catering facilities to a total of £4.00 per day (including topping-up free meal allowances to £4.00)
Trips and visits	Essential field trips to achieve or support study programme goals or course objectives, e.g. Geography field trip, DofE Award expeditions.
UCAS application	Reimburse application fees for your UCAS application in Year 13.
Incidental travel	Partial or full reimbursement of the costs of attending industry / work placements, university interviews or open days, as funds permit.
Entry tests e.g. UCAT	Reimburse fees for university or other HE admissions tests in Year 13.

Information provided by you, or the adult(s) that you live with

All information provided to us is held securely and processed only for the purpose of assessing eligibility for and administering student financial support. The processing is covered by the Privacy Notices for the Meridian Trust which can be found at <https://www.meridiantrust.co.uk/key-information/gdpr/>

Please detach this page before submitting your application and keep for your information.

16 – 19 Bursary Application

Discretionary Bursary

Academic Year	2026 – 2027		
Bursary Support Requested (please check the criteria for each scheme)			
☐ I am requesting a bursary to help with the costs of taking part in my programme.			
☐ I am requesting a bursary to help with transport costs only.			
Student's Personal Details			
Surname	Click or tap here to enter text.		
Forename	Click or tap here to enter text.		
Date of Birth	Click or tap to enter a date.		
Year Group (2026/27)	☐ Year 12 ☐ Year 13		
Student's Contact Details			
Main home address	Click or tap here to enter text.		
	Click or tap here to enter text.		
	Click or tap here to enter text.		
Main home postcode	Click or tap here to enter text.		
Mobile phone	Click or tap here to enter text.		
Study Programme Details			
Courses leading to qualifications (e.g. A Level History)	Click or tap here to enter text.		
	Click or tap here to enter text.		
	Click or tap here to enter text.		
	Click or tap here to enter text.		
Enrichment, sporting or other activities	Click or tap here to enter text.		
	Click or tap here to enter text.		

How the bursary will be used (please select all options which apply)

Transport costs	☐ Bus ☐ Train ☐ Car / motorcycle	
	Travel from / to	Click or tap here to enter text.
	Expected weekly cost	£ Click or tap here to enter text.
Course books	☐ Selected textbook(s) and revision guide(s) for each course	
Stationery pack	☐ Stationery pack ☐ Stationery pack with calculator	
Equipment	☐ Please give details of other equipment required ☐ Laptop (loan)	
Specialist clothing	☐ Please give details of the specialist clothing required	
Meal costs	☐ Daily allowance applied to catering account of up to £4.00	
Trips and visits	☐ Please give details – must be essential to your programme	
UCAS application	☐ UCAS application fee (Year 13 only)	
Incidental travel	☐ Please give details, including purpose and approx. cost	
Entry tests e.g. UCAT	☐ Please give details including approx. cost	

Student's Bank Details

These details will be used to make any monetary payments as part of your support from the bursary fund and must be details of a bank account held your name.

Account holder's name	This should be your name, usually as shown on a debit card
Bank/Building society	This is the name of your bank or building society, e.g. Barclays
These details can often be found on a debit card or the online account for your bank / building society	
Sort code	This is usually a 6 – digit number in the format xx-xx-xx
Account number	This is usually an 8 – digit number
Building Society Roll No.	This will only be required for some Building Society accounts

Information to read before submitting your application

Please read the conduct, attendance and punctuality conditions which can be found on the bursary page on our website [Financial Support](#). If you have any questions about your application, you should contact Belinda Lennon blennon@bishoplaney.org and ensure you are happy with any response, before submitting this application.

The information you provide on this form will be used to assess your eligibility for the 16-19 Discretionary Bursary. This information and all supporting evidence provided will be treated as confidential. If eligible, your student record, accessible to staff, will indicate that you receive a bursary, but not the details of your eligibility or household income.

Declaration

Please sign below to confirm that you accept the declaration.

If you submit your application by email, you can type your full name in the signature space, and you will be asked to sign a printed copy of the application before it is processed.

- I can confirm that I have read and understood the bursary scheme information, the information on this page and the conduct, attendance and punctuality conditions.
- I have been able to ask any questions about the bursary scheme and am happy with the answers that I have received.
- I can confirm that all the information provided on this form is correct.
- I understand that this application does not guarantee access to bursary funds.
- I understand that any equipment loaned to me as part of the bursary scheme must be returned when I complete my programme or withdraw from the sixth form.
- I understand that I must adhere to the conditions of the bursary, including the conduct, attendance and punctuality conditions which are set out on the sixth form's website, and that if I do not adhere to these conditions, **I may not receive bursary payments, or the value of any payments may be reduced.**
- I understand that any payments will be made to a bank account in my name.
- I understand that if I leave before completing my programme, I will not be eligible to receive further support from the Bursary.
- I understand that my information is being held by Meridian Trust in accordance with the General Data Protection Regulation and may be shared with other bodies administering public funds to determine the support available and, also for the prevention and detection of fraud in connection with this bursary application.

Student signature

Date

Click or tap to enter a date.

Household Income Information		
Discretionary bursary fund eligibility (please complete section 1, 2 OR 3)		
1. Receiving free school meals in education (known as free school meals) A check will be made with your home local authority to confirm this status.		
Free meals	☐ Yes, I am currently eligible for and receive free meals	
Home local authority	Click or tap here to enter text.	
2. Household income meets the threshold for bursary support Please provide household income information to confirm this.		
Discretionary bursary	☐ Household income is less than £30,000.	
Adults in the household are asked complete this section and provide evidence of annual income. Advice on acceptable evidence can be found in the bursary information.		
Adults in household	Adult 1	Adult 2
Surname	Click or tap here to enter text.	Click or tap here to enter text.
Forename	Click or tap here to enter text.	Click or tap here to enter text.
Annual income (after deductions)	Click or tap here to enter text.	Click or tap here to enter text.
Description of evidence provided	Click or tap here to enter text.	Click or tap here to enter text.
3. Household income meets the threshold for support from the discretionary bursary fund to help with transport costs only. Please provide household income information to confirm this.		
Transport support	☐ Household income is less than £33,000.	
Adults in the household are asked complete this section and provide evidence of annual income. Advice on acceptable evidence can be found in the bursary information.		
Adults in household	Adult 1	Adult 2
Surname	Click or tap here to enter text.	Click or tap here to enter text.
Forename	Click or tap here to enter text.	Click or tap here to enter text.
Annual income (after deductions)	Click or tap here to enter text.	Click or tap here to enter text.
Description of evidence provided	Click or tap here to enter text.	Click or tap here to enter text.

Additional information

If you wish to provide any additional information in support of this bursary application, please use this space.

Click or tap here to enter text.

Parent / Carer Declaration

Please sign below to confirm that you accept the declaration.

If the application is to be submitted by email, you can type your full name in the signature space, and you will be provided with a copy of the declaration once the application is processed.

The information you have provided on this form will be used to assess the eligibility of the young person named on this form for the Discretionary Bursary. All information and evidence provided will be treated as confidential.

- I can confirm that all the information on this form and evidence provided is correct.
- I understand that this form does not guarantee entitlement to the bursary fund.
- I understand that the young person must adhere to the terms and conditions of the fund, including the behaviour, attendance and punctuality expectations which are set out on the sixth form's website, and that if they do not adhere to these conditions, bursary payments may be withdrawn, or the value of any payment may be reduced.
- I understand that all payment must be made directly into a bank account held in the young person's name.
- I understand that if the young person leaves Bishop Laney Sixth Form during the academic year, they will not be eligible to receive further payments from the Bursary.

Parent / carer signature	
Date	Click or tap to enter a date.

For Sixth Form Use Only	
Application Review	
Date application received	
Evidence supplied	☐ Yes ☐ No
Checks completed	☐ Yes ☐ No
Application successful	☐ Yes ☐ No
Additional notes	
Application checked by	
Bursary Award approved by	