

Sharnbrook Sixth Form

16-18 Discretionary Bursary

Application Form

This form needs to be completed by the student applying for the bursary and the parent supporting the application. Please complete ALL the sections using the guidance documents supplied. You will need to provide supporting evidence for your application and also confirm that you are still eligible for payments at the start of each term.

STUDENT SECTION FOR COMPLETION

Name
Tutor group
Date of Application

Please note, should you be eligible for the bursary funds, items will normally be purchased on the students' behalf as part or whole of the value of the discretionary bursary. If this is not possible payments will be made into a bank account in the STUDENT name only. Students will therefore need their own bank account.

Section 1 – Student Applicants details

Date of Birth
Unique learner number
Mobile contact number
Home phone number
Non-school email address

Section 2 – Bursary support requested

Please outline briefly the nature of the costs where the bursary fund will assist you in the completion of your studies:

	Reason for request and what is needed	One off cost (£)
Books and stationery		
Educational visits		
Subject specific equipment		

Other (Please state		
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Section 3 – Student qualifying categories

Please tick all categories that apply to your current circumstances:

You are living in care or are a care leaver	
You are receiving Income Support, or Universal Credit because you are financially supporting yourself, or someone who is dependent on you and living with you, such as a child or partner	
You are receiving Disability Living Allowance in your own right as well as Employment and Support Allowance or Universal Credit in your own right	
You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit	
You are currently classed as homeless	
You are a young carer for a member of your immediate family	
You are in receipt of free school meals	
The total household income is less than £16,190 per year	
The total household income is more than £16,190, but less than £27,500 per year	
Another reason (please state below)	

Section 4 – Evidence of eligibility

Qualifying category	Evidence required	Tick if supplying and attach to application
In care or care leaver	Written confirmation of your current or previous looked-after status from the relevant local authority - this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email but must be clearly from the local authority	
Income support	A copy of your Income Support award notice. This must clearly state that the claim is in your name and confirm you are entitled to the benefits in your own right	
Universal Credit	A copy of your UC award notice. This must clearly state that the claim is in your name and confirm you are entitled to the benefits in your own right	
Disability living allowance	Disability Living Allowance a copy of your UC claim from DWP. Evidence of receipt of Disability Living Allowance must also be provided	
Employment Support allowance	A copy of your UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided	
Personal Independence payments	A copy of your UC claim from DWP. Evidence of receipt of Personal Independence payments must also be provided	
Proof of Gross income	P60 or recent payslip	

The information you provide on this form will be used to access your eligibility for the 16-19 Discretionary Bursary. All evidence 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 me entitlement to the bursary fund.

I understand I must adhere to the terms and conditions of the fund, including the behaviour, attendance and punctuality expectations set out by the school.

I understand that if I do not adhere to these terms and conditions, I may not receive the bursary payment.

I understand that all payments must be made directly into a bank account in my name.

I understand that if I leave Sharnbrook Sixth Form during the academic year, I will not be eligible to receive further payments from the Bursary.

Signed (By Student):

Date:

Bank details – to be completed for the student only

Account holders name	
Bank/Building society	
Branch Name	
Account Number	
Sort Code	

PARENT/CARER SECTION FOR COMPLETION

Section 5 – Parent / carer personal details

I am/ we are the adults mainly responsible for: (student name)		
Fill in the details below if you are the adults responsible for the student and they live with you		
	ADULT 1	ADULT 2
Surname/ Family Name		
First Name		
Relationship to student		
Number of dependents in the family		

Student is in receipt of free school meals	Yes	No
Student is a young carer	Yes	No

Section 6 – Financial Assessment

6a – Family Income – (not including any benefits received)

(To be completed by the person/s responsible for paying the household bills) Name of person receiving income

Is your total family income less than £16,190 YES / NO

Is your family income more than £16,190 but less than £27,500 per year YES / NO

Is someone in the household currently employed? YES / NO

If yes, you will need to submit a P60 or Working Tax Credit Award Certificate

Name of family member working	Gross Income per year	Current working position (Employed, Unemployed, furloughed etc)

6b – Income from benefits

Please indicate if anyone in the household is in receipt of one of the following (Please tick the appropriate box and include yourself in any of the categories that are relevant):

Updated September 2022

Please fill in the below to outline your household income from benefits:	ADULT 1	ADULT 2
Child Tax Credit	£	£
Working Tax Credit	£	£
Universal Credit	£	£
Personal Independence Payment	£	£
Job seekers allowance	£	£
Carers allowance	£	£
Other (please state)	£	£
TOTAL	£	£

Please note that evidence for the above will need to be provided

Please add here any other information to support your application:

PARENT DECLARATION

The information you provide on this form will be used to access your child's eligibility for the Discretionary Bursary. All evidence 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 my child entitlement to the bursary fund.

I understand my child must adhere to the terms and conditions of the fund, including the behaviour, attendance and punctuality expectations set out by the school.

I understand that if my child does not adhere to these terms and conditions, they may not receive the bursary payment.

I understand that all payment must be made directly into a bank account in my child's name.

I understand that if my child leaves Sharnbrook Sixth Form during the academic year, my child will not be eligible to receive further payments from the Sharnbrook Bursary.

SIGNED (BY ADULT):

DATE:

To support your application for either bursary, you must submit the following evidence:

Income category	Evidence required	Tick if supplying and attach to application
Salary or paid income	Previous years P60, or payslips from previous two months, or working tax credit award notice	
Income support	Entitlement/award letter (Dated within last three months)	
Universal Credit	Entitlement/award letter (Dated within last three months)	
Job seekers allowance	Entitlement/award letter (Dated within last three months)	
Employment Support allowance	Entitlement/award letter (Dated within last three months)	
Incapacity allowance	Entitlement/award letter (Dated within last three months)	
Carers allowance	Entitlement/award letter (Dated within last three months)	
Any other benefit	Entitlement/award letter (Dated within last three months)	
Working tax credit	Entitlement/award letter (Dated within last three months)	
Child tax credit	Entitlement/award letter (Dated within last three months)	
Disability living allowance	Entitlement/award letter (Dated within last three months)	
Other	Entitlement/award letter (Dated within last three months)	
Proof of income	P60 or recent payslip	