

**Blackfen Sixth Form Bursary Application Form**  
(closing date for applications 21<sup>st</sup> October 2017)

<b>Name:</b>	<b>Form:</b>
<b>Date of Birth:</b>	<b>Email Address:</b>
<b>Address:</b>	<b>Telephone No:</b>

**Bursary applied for (please tick one box only)**

<b>Level 1:</b>	For students in care, care learners, students receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance	
<b>Level 2:</b>	For students who are entitled to Free School Meals	
<b>Level 3:</b>	For students with total household income of less than £30,000 who wish to apply for a one-off payment to help towards course expenses. Applications will be considered at the end of each term.	

**If you wish to apply for a Level 3 Bursary, please complete the next section.**

Category	Details	£
Special Equipment	<i>List exactly what equipment is required</i>	£
Books	<i>List Books required</i>	£
Materials	<i>List Materials required</i>	£
Additional course costs e.g. trips	<i>Details of course, trip and for how long</i>	£
Travel costs	<i>Details of trip</i>	£
Exam resits	<i>What resits and when</i>	£
Other	<i>Please give details</i>	£

Please provide any other information that you think is relevant

**Evidence (Please tick one of the following categories and include the requested evidence):**

<b>Level 1:</b>	In care (looked after)	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	
<b>Level 1:</b>	Care leaver	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	
<b>Level 1:</b>	I (the student) receive income support	Copy of the letter setting out the benefit(s) you are entitled to.	
<b>Level 1:</b>	I (the student) am disabled and receive Employment Support Allowance/Incapacity Benefit <u>and</u> Disability Living Allowance	Copy of the letter setting out the benefit(s) you are entitled to.	
<b>Level 2:</b>	Students entitled to Free School Meals	Entitlement Notice	
<b>Level 3:</b>	Students with total household income of less than £30,000	P60(s) (both parents if applicable), SA302 (self-employed), Tax Credit Award Notice, Letter confirming Benefits	

**This section must be completed for level 3:**

	Adult 1 (Parent/Carer)	Adult 2 (Parent/Carer)
<b>Name</b>		
<b>Address (if different to student)</b>		
<b>Relationship to Student</b>		
<b>Annual Income</b>		

**Student Bank Details**

<b>Account Holders Name:</b>	
<b>Name of Bank/Building Society and branch address:</b>	
<b>Account Number:</b>	<b>Sort Code:</b>

**Declaration by Student****PLEASE ENSURE YOU READ THE FOLLOWING BEFORE SIGNING. I CONFIRM THAT:**

- All of the information contained in this application is correct and I give my permission for any of the information to be checked by my school. I understand that if any of the information provided is found to be false my payments could be stopped.
- I understand that it is a serious offence to give false information and that to prevent and detect fraud my application may be shared with other organisations that control public funds.
- I confirm that for Level 2 & 3 Bursaries, no other income of financial support is available from another household to support the student.
- I understand that if I leave my school before the end of the Academic Year future payments will be stopped.
- I understand that details of my application may be shared with relevant members of staff at my school, but this will be a needs only basis.
- **I have read the 16-19 Bursary Policy Notes and understand that my application may only be partly or not successful if there are high demands on my School's Bursary allocation.**
- **I meet the residency criteria as set out in Annex A of the Policy Notes.**
- I understand that by signing below I am agreeing to meet the attendance, punctuality and/or behaviour requirements as requested below.
- I confirm that the bank/building society account details above are for my own account. I authorise my school to use my bank/building society account details to make payments to me.

Student signature:

Date:

Parent's signature:

Date:

**ATTENDANCE, PUNCTUALITY AND BEHAVIOUR REQUIREMENTS**

In signing the application form you have agreed to the following conditions. You will need to meet these conditions to receive your Bursary payments if your application is eligible.

**a) Attendance and Punctuality Conditions:**

**Please note that for in-year applications the number of payments and the expected dates may vary from those detailed below.**

Payment	Expected Payment Date	Expected Payment Amount	Conditions
Initial Payment for the Autumn Term	Late November 2017	40% of Total	100% Attendance and Punctuality for the Autumn Term
Payment for the Spring Term	Late February 2018	30% of Total	100% Attendance and Punctuality for the Spring Term
Payment for the Summer Term	Late May 2018	30% of Total	100% Attendance and Punctuality for the Summer Term

**Absence or lateness can be authorised, but it is your responsibility to clear any absences where necessary. Your payment(s) will not be released until you have done so.**

Some examples of absences that may be authorised are:

Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card; Religious festival - pertinent to your faith; Visit(s) to University for an interview or open day or other subject-related educational visit; An unpaid work experience placement that is an integral part of your course; Participation in extra curricular activity on behalf of your school/college, e.g. drama or sport, at a regional or national level; Attendance at the funeral of a relative or close friend; A driving test (Not theory test); Study Leave  
Behaviour – Payments will be stopped for poor behaviour

Office Use Only:	
Rec _____	Checked _____
Authorised _____	Date _____