

Bursary Fund Application Form for the 2019 to 2020 academic year



Completed Application Forms and supporting evidence must be returned to the Finance Office.

For support with your application please contact the Finance Office or email finance@qehs.lincs.sch.uk. Alternatively more information on the bursary fund is available at <https://www.gov.uk/1619-bursary-fund>

Student Details

Title:		First name:		Surname:	
DOB:			Age: (You must be aged 16-18 on 31 st August 2019 to apply)		
Address:					
Postcode:		Telephone:		Email:	
A-Level Courses:					
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Two different bursaries are available to students, depending on circumstances.

Vulnerable Bursary Criteria

To qualify you, the student, must fall into one of the categories below and produce the required evidence as stated.

In receipt of Income Support or Universal Credit (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
In or recently left Local Authority care (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of both Employment and Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments (evidence required - financial statement showing both ES + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Receipt of bursary funding will not affect receipt of other means-tested benefits.	
Meeting the criteria as outlined above does not guarantee bursary funding will be given. If it is decided there is no (or limited) financial need for additional funding, it can be refused or partial funding offered.	

Discretionary Bursary Criteria

Household income is one of the key criteria which will help us to assess your application.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we will be unable to process your application for bursary payments.

P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)/explanation of current exceptional circumstances	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Please list the names of the household members and relationship to Student:

Name	Relationship to Student

This information is strictly confidential and will only be used for this assessment purpose.

Financial Support	
The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers to participation and study you may face. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need.	
Request	Expected cost
Travel <input type="checkbox"/> Post-16 Travel Pass <input type="checkbox"/> Other transport (please give details)	
Equipment (please tick those required) <u>Subject-specific suggestions:</u> <input type="checkbox"/> Subject text books <input type="checkbox"/> Subject workbooks & revision guides <input type="checkbox"/> Calculator <input type="checkbox"/> Subject-specific educational visits <u>General suggestions:</u> <input type="checkbox"/> Laptop/IT equipment <input type="checkbox"/> Stationery <input type="checkbox"/> Clothing (in line with the Sixth Form dress code) <input type="checkbox"/> University visits <input type="checkbox"/> Peripatetic music tuition (for continuing students) <input type="checkbox"/> UCAS applications <input type="checkbox"/> UCAS Exhibition/EPQ trip <input type="checkbox"/> Contributions towards Sixth Form events e.g. guest speakers <input type="checkbox"/> Examination review of marking/ re-sits Note: Equipment issued for use during the Sixth Form should be returned to the school prior to leaving.	Associated costs to be confirmed by the school
Other	

Free Meals Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits: <ul style="list-style-type: none"> • Income support • Income based Jobseekers Allowance (ESA) • Support under part V1 of the Immigration and Asylum Act 1999 • The guarantee element of State Pension Credit • Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs • Working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit • Universal Credit with net earnings not exceeding the equivalent of £7,400 pa Are you claiming for a free meal? Yes <input type="checkbox"/> No <input type="checkbox"/> If you were eligible for free meals in Year 11 please tick yes. Evidence of eligibility is provided to the school by Lincolnshire County Council. Free school meals can be provided at the school canteen only. Students who claim the 'Free Meal' element may still be eligible to make additional claims from the Discretionary Bursary.
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Payments

Where possible, payments will be made or equipment purchased directly by the school on the student's behalf. If this is not possible, please provide details below of who and where payment should be made payable to. Receipts will need to be provided to claim reimbursements.

Please make cheques payable to:

Or

Please use the following bank transfer details:

Bank name -

Account name -

Account number -

Sort code -

STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour.
- **HOLIDAYS WILL BE UNPAID**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution immediately with any changes to my payee details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the Head of Sixth Form, but if I feel I have not been treated fairly I can follow the school Complaints Procedure.

Applicant Signature:

Date:

Parent/Carer Signature:

Date:

Assessment and Approval 2019/20

FOR OFFICE USE ONLY

Eligibility – please tick appropriate box (✓)

Student Name:	D.O.B:
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Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none">• Those young people who receive income support/universal credit• Care Leavers or young people who are looked after children, or unaccompanied asylum seekers• Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none">• Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.• Taken into consideration: household income, distance to school, number of siblings.
Free Meals	<input type="checkbox"/>	<ul style="list-style-type: none">• Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed.

Assistance Requested	Assistance Granted ✓
Travel	<input type="checkbox"/>
Free Meals – in accordance with meeting criteria listed on page 3	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
Any other	<input type="checkbox"/>
NOTE - Must fall within agreed limits	

SIGNED:

DATE:

NAME: