



TRING SCHOOL

16 – 19

Bursary Fund Application

Please read the Bursary Fund Information Booklet before completing your application. Proof of entitlement must be included when the form is returned to the finance office

16-19 Bursary Fund Application

Learner Details

Name:	
Registration group	
Course Details	Full details of course being studied including subjects
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	
	I am currently receiving EMA Y/N
	I am eligible for Free School meals Y/N

This application for assistance from the 16-19 Bursary Fund is made under the priority group

High (Appendix 1)		Medium (Appendix 2)		Low (Appendix 3)	
-----------------------------	--	-------------------------------	--	----------------------------	--

(please tick one category and fill in the relevant form)

Please answer the following questions:-

1. Is the parent/carer that you live with in receipt of the following?	Tick all that apply
Income Support or Income-based Job Seeker's Allowance	
Income-related Employment and Support Allowance	
Child Tax Credit with taxable income of no more than £16,190 and not in receipt of Working Tax Credit	
Pension Credit (Guarantee Credit)	
Support under Part VI of the Immigration and Asylum Act 1999	
Child Tax Credit, payable at a rate higher than the family element, i.e. more than £545.34	
Working Tax Credit, Housing Benefit or Council Tax Benefit (not Including second adult rebate)	
Annual household income of less than £25,521	

2. Are you living independently and in receipt of Income Support? Y/N

3. If the parent/carer that you live with is self-employed, and you are having financial difficulties and wish to register with the scheme, please provide a letter to explain your financial situation.

You will need to enclose copies of the following documents:

- Income Support or Income Based Jobseeker's Allowance letter – this must be dated within 28 days of your application;
- Or your HM Revenue and Customs Tax Credit award notice (TC602);
- Or other welfare benefit such as Housing Benefit, Council Tax Benefit or Pension Credit;
- Or proof of your asylum seeker status;
- Or P60;
- Or SA302 form, with a copy of certified accounts (if you are self employed).

I accept that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- There must be an acceptable level of behaviour
- There must be an acceptable level of achievement and attitude to learning

I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be false.

Learner Signature		Date	
----------------------	--	------	--

I confirm that I am in receipt of the qualifying benefit according to the criteria that I have selected above

I have included the relevant documentary evidence

I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Parent/carer Signature		Date	
---------------------------	--	------	--

The application form and appropriate appendix needs to be handed to Mrs Davis, the Finance Manager, by the deadline

Appendix 1

Application for High priority funding Bursary of £1200 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below and provide original documents which will be returned to you):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)..... Signed: (Parent/Carer).....

Date:

Date application received:

Date reviewed by Committee:

Outcome:

Authorised/Declined by Signature.....

Date Student notified

Date Finance Office notified

The application form and appropriate appendix needs to be handed to Mrs Davis, the Finance Manager, by the deadline

Appendix 2

Application for Medium priority funding maximum available £800 per annum

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

I wish to apply for Medium priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

Specific need (i.e. books, trip/visit)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)..... Signed: (Parent/Carer).....

Date:

Date application received:

Date reviewed by Committee:

Outcome:

Authorised/Declined by Signature.....

Date Student notified

Date Finance Office notified

The application form and appropriate appendix needs to be handed to Mrs Davis, the Finance Manager, by the deadline

Appendix 3

Application for Low priority funding maximum available £200 per annum

This should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

I wish to apply for Low priority funding under the following criteria (please delete as appropriate):

- My gross household income is between £20,000 and £25,000
- I have another identifiable financial need (please explain below)

I wish to apply for support towards:

Specific need (i.e. books, trip/visit)	Amount applied for	Total

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)..... Signed: (Parent/Carer).....

Date:

Date application received:

Date reviewed by Committee:

Outcome:

Authorised/Declined by Signature.....

Date Student notified

Date Finance Office notified

The application form and appropriate appendix needs to be handed to Mrs Davis, the Finance Manager, by the deadline