

Title		Surname		First Name	
Address					
				Postcode	
Phone/mobile		Email			
Date of Birth DD/MM/YY			Age		You must be 16, 17 or 18 on 31 st August 2022
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No		

Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31st August and meet the ESFA's residency criteria (if in doubt, please ask a member of the Sixth Form Team). 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 as set out in the 'Home School Agreement.'

Vulnerable Bursary Criteria To qualify you must fall into one of the categories below and produce the required evidence as stated:					
Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes		No		
Care Leaver or currently looked after in care? (evidence required – letter from Local Authority)	Yes		No		
Disabled student in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing both ESA and DLA/PIP)	Yes		No		

Discretionary Bursary Criteria Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a bursary payment.					
Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.					
P60		Income Support/Universal Credit (Award letter)		Wage slips (most recent wage slip)	
Self-employed earnings (official tax return)		Other benefits/pension (award letter)			
Number of dependent children in the household					

STUDENT REQUEST FOR ASSISTANCE FORM

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 barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you believe you will need during the academic year. The claim forms attached at the back of this pack are to be submitted termly by the dates stated. This information is strictly confidential and will only be used for this assessment purpose.

Assistance Requested – please provide details

	Amount required		Number of days (if applicable)
<p>➤ Transport – buses</p> <p>If living outside of Ashby de la Zouch town</p> <p>(where possible students will be allocated on Ashby School buses)</p> <p>➤ Books</p> <p>(for curriculum)</p> <p>➤ Equipment including stationery and subject specific equipment</p> <p>(max £25 contribution per year)</p> <p>➤ Field trips/Educational visits – Curriculum based</p> <p>(limit of up to £200 per year)</p> <p>➤ The costs of attending university interviews and open days via public transport</p> <p>(max. 5 visits per year and maximum contribution of up to £50)</p>			

<p>> Laptop/equipment (loaned by the school)</p> <p>> School Lunches (limit £10 per week)</p> <p>> Lunches – Work Experience Placement (Limit £3.00 per day)</p> <p>> Clothing – uniform/kit (limit £50 per year)</p> <p>> Other</p>			
<p>If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide the information here:</p>			

LEARNER DECLARATION

1. I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
2. I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
3. I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as set out in the 'Home – School Agreement' and in the 16-19 Bursary Procedure guidance .
4. Bursary contributions will not be made during the school holidays.
5. The bank account details provided must be in the name of the student.

6. When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my provider immediately.
7. I understand that any assistance agreed will contribute towards the costs of completing my education but will not necessarily cover all costs.
8. I will notify my Sixth Form School immediately with any changes to my Bank/Building Society details.
9. 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 learning, and if I leave learning all financial support will stop. The School reserves the right to seek the return of any funds provided in advance, for example: for the purchase of a transport pass, to a student who subsequently fails to attend or leaves the Sixth Form.
10. I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
11. I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs. (see conditions for detail)
12. Any item provided on loan, will be returned upon departure or request from Head of Sixth Form.
13. I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Sixth Form School, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.
14. I understand that this application process will be repeated for each year of study.
15. I confirm I have read the information provided and I agree to the conditions of this application.

• Applicant Signature _____ Date _____

• Parent/Carer Signature _____ Date _____

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