16-19 Vulnerable Bursary Application 2023-2024

Prior to completing this form please read ‘16-19 Management Statement’. Proof of entitlement must be included when the form is returned to the Bursary Administrator

Student Details

|  |  |
| --- | --- |
| Surname |  |
| First Names |  |
| Date of Birth |  |
| Address |  |
|  |
|  |
|  |
| Post Code |  |
| e-mail address |  |
| Mobile Phone |  |
| Home Phone |  |

Parent/Carer Details

|  |  |
| --- | --- |
| Surname |  |
| First Names |  |
| Address |  |
|  |
|  |
|  |
| Post Code |  |
| Mobile Phone |  |
| Home Phone |  |
| National Insurance Number |  |
| Household Income (Please supply therequired evidence to support this claim as detailed in the bursary statement) |  |

We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We accept that if the student named above has any unauthorised absences or there are concerns regarding progress and/or behaviour raised against them during the academic year funding may be reduced or removed. We understand that any and all changes in financial circumstance must be immediately reported to the Bursary Administrator to ensure funding remains at the correct level.

|  |  |  |  |
| --- | --- | --- | --- |
| Students Signature |  | Date |  |
| Parent/Carer Signature |  | Date |  |

16-19 Bursary Fund Application Cont.

We (Parents/carers and student) have read the ‘16-19 Bursary Management Statement’ that explains the funding that may be available and the consequences of not informing the Bursary Administrator in writing of changes in circumstance. Please tick the box if this statement is true.

Please indicate why you are applying for the Vulnerable Bursary

|  |
| --- |
| Vulnerable Bursary Criteria |
| I am living in care |  |
| I have just left living in care |  |
| I (the student) am in receipt of Universal Credit or Income Support |  |
| I (the student) am in receipt of both Personal independence payments and Universal Credit or equivalent (ESA & DLA) benefits |  |

|  |
| --- |
| Vulnerable Bursary Evidence |
| Living in care statement |  |
| Living in care leavers letter |  |
| Universal Credit or Income Support award letter addressed to the student |  |
| Personal independence payments or Disability Living Allowance award letter addressed to the student |  |

|  |
| --- |
| Evidence of Financial Need |
| Certified letter from Her Majesty’s Revenue and Customs regarding benefits or household income (must be in date) |  |
| Certified letter from the Local Authority regarding benefits or Free School Meals |  |
| Certified letter from the Department of Work and Pensions |  |
| P60 and other evidence of financial need |  |
| Self-Employment Income evidence and other evidence of financial need |  |
| Details of other evidence of financial need: |

This is an award of £1200 for the academic year. Applications received after week 3 of Term 1 will be paid pro rata.

Students should provide details of how they want this bursary to be managed.

|  |  |  |
| --- | --- | --- |
| Management Description | Explanation | Choice |
| Self-Managed – *For students that are mature enough to take control of their own finances.* | The maximum amount possible will be paid directly to the student each term. No further funds will be available for transportation costs, food allowance, consumables, trips, etc. |  |
| Partially Managed | Post 16 School Transport will be purchased through the Academy and the students annual allowance deducted as required. The remaining amount will be assessed and paid termly to the student. |  |
| Fully Managed | The bursary will be managed in the same way as the Discretionary Bursary. The student will receive the maximum food allowance and a consumable allowance each term and all other items will be ordered/requested through the academy. |  |

Please note that if this application is successful payments will be made directly to the student via BACS (bank transfer). The student will need a suitable bank account in their own name.

16-19 Bursary Administrator Provision Details – Bursary Administrator Only

|  |  |  |  |
| --- | --- | --- | --- |
| Date application received |  | Approved Y or N |  |
| Funding request made to EFA |  | Management Type |  |

If further evidence required details as to when requested, etc.

|  |
| --- |
|  |

If not approved details as to why not

|  |
| --- |
|  |

Bursary Expected Provision Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description | Term 1 | Term 2 | Term 3 | Term 4 | Term 5 | Term 6 |
| Consumables allowance |  |  |  |  |  |  |
| Food allowance |  |  |  |  |  |  |
| Transport costs |  |  |  |  |  |  |
| Personal equipment |  |  |  |  |  |  |
| Trips and visits |  |  |  |  |  |  |
| Clothing |  |  |  |  |  |  |
| Self-Managed Allowance |  |  |  |  |  |  |
| Totals |  |  |  |  |  |  |
| TOTAL ALLOCATION |  |

Checklist

|  |  |
| --- | --- |
| Added to Vulnerable Bursary on students data on SIMS |  |
| Added to 16-19 Bursary User Defined Group on SIMS |  |
| ‘Individual Allowance’ page created |  |
| Added to 16-19 Bursary Management Page |  |
| Bursary Contract Provided - DATE |  |
| Signed Bursary Contract Received - DATE |  |