

Please complete and return the form, with your supporting evidence, to Mrs Levey by 30 September 2021. Applications made after this date will only be considered if sufficient funds are available.

All information you provide will be strictly confidential and retained until you leave the school.

Surname:		First Name:	
Address:			
Email:		Postcode:	
Date of birth:	Age:	Year group:	
What subjects are you studying?			

Bursary eligibility
<p>A 16-19 bursary is paid to help you overcome financial barriers that may prevent you from participating in education. If you are awarded a bursary, you must meet the required standards for attendance and behaviour. To be eligible for a bursary in 2021-2022 you must:</p> <ul style="list-style-type: none"> <li>• meet the Education and Skills Funding Agency's UK <a href="#">residency criteria</a></li> <li>• be aged 16, 17 or 18 on 31 August 2021, or be aged 19 or over and have an Education, Health and Care Plan (EHCP)</li> <li>• be in state-funded education provision</li> </ul>

Do you have the right of abode in the UK and been resident here for the last three years?	Yes		No	
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Vulnerable bursary criteria				
<p>A vulnerable bursary is worth up to £1,200 per year depending on individual needs. You may be entitled to receive a vulnerable bursary if you are in one of the defined vulnerable groups. Please provide appropriate evidence for each relevant category. Examples of suitable evidence are provided at the end of this form.</p>				
Are you in local authority care or recently left care?	Yes		No	
Are you an <b>unaccompanied</b> asylum seeker?	Yes		No	
Are you receiving Income Support or Universal Credit because you are financially supporting yourself or someone who is dependent on you and living with you (such as a child or partner)	Yes		No	
Are you receiving Disability Living Allowance (DLA) or Personal Independence Payments in your own name <b>and</b> either Employment and Support Allowance (ESA) or Universal Credit?	Yes		No	

**Discretionary bursary criteria**

The amount of a discretionary bursary is based on your specific needs and may vary from person to person. Discretionary bursaries are subject to availability of funds. Financial support may be given in kind rather than as a cash payment. To be considered for a discretionary bursary, you must answer 'yes' to at least one of the following criteria and provide supporting evidence. Examples of suitable evidence are provided at the end of this form. In exceptional circumstances, applications may be considered from students facing financial hardship but who fall outside the criteria.

Are you currently in receipt of or entitled to free school meals or were entitled to receive them in Year 11 or Year 12?	<b>Yes</b>		<b>No</b>	
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Are you a young parent or young carer?	<b>Yes</b>		<b>No</b>	
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Was the combined total annual income of all household members in the tax year ending 5 April 2021 less than £22,000? Please provide evidence.	<b>£</b>			
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Please provide below any additional information you would like to be considered as part of your application:

Please indicate below what evidence you have submitted in support of your application. If you do not provide evidence we cannot process your application.

P60 (for all earners in the household) for 2020-2021		Tax return for 2020-2021 with evidence of earnings		Salary slips (3-6 most recent) for all earners	
Income Support (IS) /Universal Credit award letter (UC)		Tax credit award notice confirming household income		Copy of entitlement to means-tested state benefit	
3 most recent monthly award statements for IS / UC		3 most recent monthly bank statements		Other ( <i>please specify</i> ) .....	
Other ( <i>please specify</i> ) .....		Other ( <i>please specify</i> ) .....		Other ( <i>please specify</i> ) .....	

<b>Financial assistance requested</b>		
The amount of financial assistance you receive is based on your individual circumstances and needs. Please describe in detail the items you need financial assistance for and the actual or estimated cost.		
<b>Category</b>	<b>Description of needs</b>	<b>Cost £</b>
Travel <i>e.g bus pass</i>		
Specialist clothing linked to your courses		
Equipment and materials		
Text books		
IT equipment		
Travel to university interviews and open days		
Other:		
Other:		

Bursary applications will be assessed by a 16-19 Bursary Application Panel consisting of the Finance and Business Director and the Assistant Head - Director KS5. Students will be notified of the outcome within four weeks of the application deadline.

### 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 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. I have submitted appropriate supporting evidence.
- 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 meeting termly punctuality and attendance targets and the school's expectations with regard to conduct and quality of work. Failure to meet these targets and expectations may result in the withdrawal of bursary payments.
- I will notify Denefield of any changes in my financial or personal circumstances that may affect my claim for a bursary.
- I will notify the school immediately with any changes to my bank/building society 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 (for example to contribute to the cost of books, equipment, travel, meals, business dress, trips etc.), and if I leave school 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 understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the school in writing, but if I feel I have not been treated fairly, I can follow the complaints procedure.
- I understand that this application process will be repeated each year of study.

### I confirm that:

- **the information I have given in this application is accurate to the best of my knowledge**
- **I have read the 'Denefield 16-19 Bursary Fund policy' available on the school website**
- **I agree to abide by the conditions of this application.**

<b>Signature:</b>	<b>Date:</b>
<b>Name (block capitals):</b>	

<p><b>Payments</b></p> <p>Bursary awards may be made in kind, or by reimbursement following submission of receipts. Cash payments, where relevant, will be by BACS transfer to a Bank Account in the name of the student. Payments will normally be made in three instalments: by 7 November 2021 (50%), 31 January 2022 (25%), and 30 April 2022 (25%).</p>
<p><b>Bank account details</b></p> <p>Account name:</p> <p>Sort code:      <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/></p> <p>Account number:      <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/></p>

### Office use only

Date received					
Approved:	Yes	<input style="width: 40px; height: 20px;" type="text"/>	No	<input style="width: 40px; height: 20px;" type="text"/>	Date approved:
Amount approved:	£	BACS payment / in kind?			
Date Confirmation letter sent:					

## Examples of supporting evidence for 16-19 Bursary Fund Application

The following documents may be used as evidence to support your application.

### Vulnerable bursary

Eligibility criteria	Evidence
In care or a care leaver	Written confirmation of the student's current or previous looked-after status from the relevant local authority  Evidence from School records
Students in receipt of Income Support or Universal Credit (UC)	Income Support or UC award notice. This must clearly state that the claim is in the student's name or confirm they are entitled to the benefits in their own right. For students in receipt of UC, also a document such as a tenancy agreement in the student's name, a child benefit receipt, or a birth certificate of a child of the bursary applicant, utility bills etc.
Students in receipt UC/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments	UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

### Discretionary bursary

Eligibility criteria	Evidence
Entitlement to Free School Meals	Confirmation from the Local Authority of entitlement to Free School Meals (FSM)
Household income  (Household income can be used in conjunction with other factors, such as distance to travel to Denefield and the number of dependent children in the household, to help establish actual need).	<ul style="list-style-type: none"> <li>• Entitlement to means-tested state benefits such as:</li> <li>• Tax Credit Award Notice confirming household income of less than £22,000</li> <li>• 3 most recent monthly award statements for Universal Credit UC showing 'take-home pay' <b>and</b> amount of UC after deduction (monthly total is the sum of these two amounts)</li> <li>• Income Support award statements</li> <li>• Other benefit award statements</li> <li>• P60 form for year ending 31 March 2021 showing parental annual earnings</li> <li>• Official tax return for year ending 31 March 2021 showing evidence of earnings</li> <li>• Monthly salary slips of all household earners (3 most recent months)</li> <li>• Monthly bank statements of household earners (3 most recent months)</li> </ul>
Young parent or young carer status	Confirmation letter / email