



## 16-19 BURSARY APPLICATION FORM

Please complete the following in **BLOCK CAPITALS**, including the **declaration** overleaf.

Bursary Category applied for:

- Category A: Vulnerable students, defined as those who are: in care, receipt of Income Support, Universal Credit, Employment Support Allowance, Disability Living Allowance or Personal Independence Payments
- Category B: Students in receipt of Free School Meals
- Category C: Students who have applied for a Kent 16+ Travel Saver and live further than two miles from the school
- Category D: Assessed on household income of less than £28,000 for the tax year ended April 2024 (see notes below). Applications must be submitted with accompanying evidence.

### STUDENT DETAILS:

Surname:	Forename:
Address:	
Tutor Group:	

**PARENT/GUARDING DETAILS:** Details of adult(s) contributing to household income (only complete if applying for a Category D Bursary. Please complete for every adult resident at the student's main address, providing evidence as required)

1.

Surname:	Forename:
Address:	
Relationship to student:	



### 16-19 BURSARY APPLICATION FORM

2.

Surname:	Forename:
Address:	
Relationship to student:	

3.

Surname:	Forename:
Address:	
Relationship to student:	

#### EVIDENCE OF INCOME 1:

	SUPPLIED Y/N
Wage/Pay slip	
P60	
Tax return – self employed	
Universal Credit	
Other income	

#### EVIDENCE OF INCOME 2:

	SUPPLIED Y/N
Wage/Pay slip	
P60	
Tax return – self employed	
Universal Credit	
Other income	

**Notes:**

*For the purpose of this application, ‘household income’ is defined as the combined income (before deductions) of adults living at the student’s main address (as given above).*

*When submitting this application, you must provide evidence to support your claim to have a household income of £28,000 or less for the tax year ended April 2024. Photocopies of this documentation will be Retained for our records.*

## 16-19 BURSARY APPLICATION FORM



### FINANCIAL SUPPORT REQUESTED:

Please detail below the financial support requested. Giving a brief description of the request.

REQUEST CATEGORY	BRIEF DESCRIPTION
Transport to enable school attendance	
Specialist books and equipment	
University open days and interviews	
Educational Trips relevant to study	
Meals	
Requests not covered above	

### STUDENT BANK DETAILS

Any bursary payable must be made directly into the **student's** bank account.

Bank Account name:	
Bank Account number:	
Sort code:	



## 16-19 BURSARY APPLICATION FORM

### DECLARATION:

I/We confirm that the details I/We have given in the application form are true and accurate.

I/We understand that should the student leave the school I/they will not be eligible to receive further payments and overpayments may have to be repaid.

I/We take full responsibility for informing the school immediately should my/our financial status change.

I/We understand that funding covers only this academic year, and that I/We must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

### PARENT/GUARDIAN DECLARATION:

I confirm that the information that I have given is correct. I have included appropriate evidence of household income (if applying for a Category D Bursary, please see notes below)

1.

Signature of Parent/Guardian:	
Full name:	
Date:	

2.

Signature of Parent/Guardian:	
Full name:	
Date:	



## 16-19 BURSARY APPLICATION FORM

### STUDENT DECLARATION:

I understand that in order to receive my bursary payments:

- I must not have any serious attendance concerns
- I must not break the terms of my Sixth Form Home School Contract
- I must maintain a positive focus to my studies and meet work deadlines

Failure to comply with the above points or any actions deemed to be unsuitable for students may result in a withdrawal of remaining funds. This decision is at the discretion of the Head of Sixth Form.

You have the right to appeal and/or complain if you feel your claim has not been given fair consideration. Appeals should be made to Mr Bowden, Deputy Headteacher.

I understand that if I do not comply with these terms then I will not receive the 16-19 Bursary Fund payment for the period in question.

Student name:	
Student signature:	
Date:	

Head of Sixth Form signature:	
Date:	

### Head of Sixth Form additional Information:

--

