|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | |  | | --- | | **16-19 Bursary Fund 2019-20**  **Application Form** | | |

Please use this form to apply for the 16-19 Bursary scheme only if you are aged 16-18 on the 1st September 2019, are an ‘home’ student and are fully enrolled on a funded course. To qualify for a bursary you must be fully enrolled on a full time course lasting longer than 30 weeks. Being eligible for a bursary does not guarantee that you’ll receive one, as funds are limited and bursaries are provided on a first come first served basis. In exceptional circumstances or if you feel you would benefit from further support, you may be eligible for a bursary if your household income exceeds £25 000.

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please

speak to Mrs Deeks.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1: Your personal details** | | | | | | | |
| **Full name** |  | | | **Admission Number (if known)**  **(if** | |  | |
| **Address** |  | | | **Date of birth** | |  | |
| **Age (on 31.08.19)** | |  | |
| **Postcode** |  | | | **Nationality** | |  | |
| **Daytime contact no.** |  | | |  | |  | |
| **Email** |  | | | | | | |
| **Where have you lived for the last three years?** | | | |  | | | |
| **If you are not an EU citizen (inc. UK citizen), please advise of your UK immigration status:** | | | |  | | | |
| **Who do you live with?** | | 🞏 **Parent(s) or guardian** | 🞏 **Partner** | | 🞏 **Independently** | | **O Other (give details)** |
| **Name/s of your parent/s or guardian/s for income assessment purposes.**  **If you do not live with your parent/s or guardian/s, please provide your partner’s details or alternatively leave this section blank.** | | | **A.**  **B.** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: Your course details** | | | | |
| **Course title (main programme only):** |  | | | |
|  |  | | **Start date:** |  |
| **End date:** |  | **Form group/tutor:** |  | |
| **Is this your?** | **1st year 🞏 Second year 🞏 Third year 🞏** | |  |  |

**Thank you for completing the sections about you and your course. The next section is about your household income.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 3: Your household income** | | | | |
| **Income-assessed Benefits:**  If you or your household (the person/s named in section 1) are in receipt of the following income-assessed benefits, please tick which benefit they receive:  🞏 Job Seekers Allowance 🞏 Employment and Support Allowance (income related only)  🞏 Income support 🞏 Guaranteed Pension Credit  🞏 Housing Benefit 🞏 Financial Assistance as an Asylum Seeker  C 🞏 Council Tax Benefit 🞏 Universal Credit  You will need to provide evidence of the benefit/s **dated within the last three months** to support your application. Only information about the benefits in this list are required: please do not include information about any other benefits unless requested. | | | | |
| **Other household income:**  Only complete this section if you or your parent/s and/or guardian/s are **NOT** in receipt of any of the benefits listed above. | | | | |
| **Income Type** | **For you (£) per month** | **For person A named in section 1 (£) per month** | **For person B named in section 1 (£) per month** | **Evidence you will need to supply** |
| Monthly pay  (Gr*oss*) |  |  |  | For each named person, please provide:  🞏 P60 for the 2018/19 tax year *or*  🞏 Last three months wage slips *or*  🞏 2018/19 Working Tax Credit  Award Notice |
| Other Income (please give details) |  |  |  | Evidence will be requested as required |
| Total |  |  |  | **Total Household income for the 2018/19 tax year.** |
| Annual Income |  |  |  |

|  |
| --- |
| **Please give any details below of any other circumstances that you would like us to know about to help with your application:** |
| Detailed reasons as to why you think you should be awarded this bursary and how your education would benefit.  1. |

|  |
| --- |
| **Section 4: Financial support requested** |
| In order to monitor the use of the bursary fund, Teignmouth Community School requires you to specify against each of the categories what the bursary will be used for.  🞏 Transport Costs to and from school/work experience.  🞏 Books and equipment (including Personal Protective Equipment).please give details.  🞏 The cost of educational visits related to courses. Please supply details.  🞏 Other Costs-please supply details. |
| **Guaranteed Bursary**  Please advise us if you fall into one of the following categories:  🞏 A looked after young person 🞏 A care leaver  🞏 A young person in receipt of Income Support 🞏 A Disability Living Allowance (DLA) in your name and **OR** Universal Credit \* (details required) either Employment and Support Allowance **OR**  🞏 Personal Independence Payment (PIP) in your name Universal Credit  and either ESA **OR** Universal Credit.  \* Because you’re financially supporting yourself and anyone dependent on you and living with you.  If you have ticked one of these boxes please provide evidence to support the category you have ticked, either in the form of a letter from your support worker or proof of your benefits. |

Thank you for completing this information.

The final section is the payment information should your application for a bursary be successful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 5: Bursary Payment Details** | | | |
| Once approved (see Declaration and Conditions below), bursary payments will be made or items purchased directly or by payment in kind. | | | |
|  | | | |
| **Section 6: Declaration** | | | |
| **Please read this information carefully and sign if you understand and accept the following conditions:**  The application may be approved prior to the start of your course, subject to available funding, but payment will only be made once your enrolment (including probation) is complete and you have started the course. The funding can be withdrawn if any information on this form is found to be incorrect, or if any conditions associated are not fully met; these conditions are listed below.  Any bursary offered is subject to the availability of funds and completing an application does not guarantee any support will be available. Where a bursary is offered it will be for the 2019/20 academic year only and there is no guarantee that funding will be available for subsequent years. Information about the outcome of the application may be given by post.  I understand that when changes to the household income occur which may affect eligibility to the bursary, the school will be notified immediately.  **Data protection:** The information on this form is required by the school, to assess eligibility for financial support. By signing, you give consent for the recording and processing of this information.  *I have read and understand the conditions and confirm that the information provided is true and complete.* | | | |
|  | | | |
| **Parent/Guardian Signed:** |  | **Date:** |  |
| **Print Name:** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 7: Agreed Conditions** | | | |
|  | | | |
| **Please read this information carefully and sign if you understand and accept the following conditions:**  The following have been agreed between you (the student) and the school in order to support your progress towards achieving the qualifications which you have registered on. Failure to comply with these conditions may result in the bursary being withdrawn.   * To attend lessons and comply with the Sixth Form Attendance Policy and Learning Contract. * To complete all work set. * Being absent from school for a continuous period of four weeks will cause the bursary payments to be suspended.   ***I have read and understand the conditions.*** | | | |
|  | | | |
| **Student Signature:** |  | **Date:** |  |

**Once complete please hand this document to Mrs Deeks with copies of the necessary**

**supporting evidence.**

|  |
| --- |
|  |

|  |
| --- |
| **For TCS use only:**  Date Application Received:    Bursary Approved: Yes / No Guaranteed  Discretionary (Tier 1)  Discretionary (Tier 2)    Other (special case)  Authorised by: (1) Date:    (2) Date:  Additional Notes: |