

# Stepney Green Sixth Form Bursary Fund Application Form for the 2020 to 2021 academic year

**Please complete the form and bring it together with your supporting evidence  
To be brought in the office by Monday 19/10/2020**

Student Details					
Title:		First name:		Surname:	
DOB:			Age: (You must be 16, 17, 18 (and under 19) on 31 <sup>st</sup> August 2020 to apply)		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August 2020 and meet the EFA's residency criteria. If you are 19 or over, in August 2020, yet have started your course prior to the given date, you can be considered for bursary or if you have an EHCP plan and are over 18 years old. The bursary is paid to support you in your studies.

Vulnerable Bursary Criteria	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
Are <b>you</b> in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled <b>student in receipt</b> of <b>both</b> Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments (evidence required, financial statement showing <b>both</b> ES + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria	
Any student who feels that they are facing financial hardship can apply, but the following is a guide to the eligibility criteria. Please tick box to indicate the relevant criteria:	
▪ students who were in receipt for free school meals in year 11, or during sixth form	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ a young carer	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ students who experience a change in their circumstances that will affect their household's income	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ unaccompanied Asylum Seekers (no money given but goods bought by the school)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ students whose parents are in receipt of Benefits (stated below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ income support income based Jobseekers Allowance (ESA)	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ the guarantee element of State Pension Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit.	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of <b>no more than £16,190</b> , as assessed by Her Majesty's Revenue and Customs.	Yes <input type="checkbox"/> No <input type="checkbox"/>
▪ Universal Credit income Support and have an annual gross income <b>lower than £18000</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, we will not be able to process your application.					
P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Please provide your bank details below, as printed on your bank card or statement.  
 Bursary payments will be paid by BACS onto the **student's** bank account only.  
 Please be aware that Providers can choose to pay Bursary awards 'in kind' e.g. by purchasing any equipment required or providing Students with a travel pass.

Account Name:										
BIB Reference (Admin use):										
Account Number:										
Sort Code:										

<b>Assistance Requested</b> To assess individual need further, please indicate if you wish to request assistance towards the following criterias. Request will be considered on a case by case basis.	<b>Assistance Granted</b> ✓
Travel to and from school, to work placement and to University visits and interviews	<input type="checkbox"/>
Meals when at work placements	<input type="checkbox"/>
Appropriate Clothing to suit training and placement requirements	<input type="checkbox"/>
Equipment: any specialized equipment that specifically relates to your course	<input type="checkbox"/>

## 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 Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.

### HOLIDAYS WILL BE UNPAID.

- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution 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, and if I leave education all financial support will stop.
- I understand that if I am absent for longer than 4 weeks, 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 am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- 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 institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.
- I confirm I have read the 'Bursary Fund - Information for Students is available on the website.  
<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students#to-19-financial-support>

**Applicant Signature:**

**Date:**

# Assessment and Approval

## FOR OFFICE USE ONLY

Eligibility – please tick appropriate box (✓)

<b>Student Name:</b>	<b>D.O.B:</b>
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<b>Vulnerable Bursary</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Those young people who receive income support/universal credit</li><li>• Care Leavers or young people who are looked after children, or unaccompanied asylum seekers</li><li>• Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP</li></ul>
<b>Discretionary Bursary</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Young people facing financial barriers to participation in further education.</li></ul>
<b>Free Meals</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed.</li></ul>

**SIGNED:**

**DATE:**

**NAME:**