

SIXTH FORM 16-19 BURSARY FUND APPLICATION FORM

Prior to completing this form please read the Policy Document included with this Form.
Proof of entitlement must be included when the form is returned.

PART A – STUDENT DETAILS – You must complete this section

Surname/Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
Email address:	
Phone:	

PART B - Parent/Carer Details – You must complete this section

Surname/Family Name:	
First Names:	
Date of Birth:	
Address:	
Post Code:	
N. I. Number	
Home Phone:	
Mobile Phone:	
Household income: (Please attach required evidence to this application form – see notes attached)	

The Latimer Arts College



This application for assistance from the 16 – 19 Bursary Fund is made under the following category (Please Tick as necessary).

Vulnerable Persons Bursary **(Attach Appendix 1 Form)**

Discretionary Bursary **(Attach Appendix 2 Form)**

I confirm that the details on this application form and the evidence provided are true and accurate.

Parent/Carer Signature:	Date:
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Date: September 2018

To be reviewed: Annually

Next review date: September 2019

The Latimer Arts College

Appendix 1 – Application for Vulnerable Persons Funding:

This form should be completed in addition to the main application forms and should be submitted with the appropriate evidence:

Full name: _____ Form: _____

Date of Birth: _____

I wish to apply for Vulnerable Persons funding under the following criteria (please delete as appropriate):

- I am living in care.
- I have just left living in care.
- I am in receipt of Income Support or Universal Credit in my own right.
- I am receiving Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right.

I am attaching to this form the following evidence to support my application (please list below)

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Date:

Signed: (Parent/Carer)

Date:

For office use only:

Date application received:

Date application reviewed:

Outcome:

Date: September 2018	To be reviewed: Annually	Next review date: September 2019
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Appendix 2 – Application for Discretionary Funding:

Please complete the tables below and give specific details of the financial support you are requesting (e.g. assistance with the cost of books and materials for your courses, lunches, travel to and from school, educational visits, exam resit fees, visits to open days etc.)

Full name:

Form:

Date of birth:

I wish to apply for Discretionary Funding, my gross annual household income is below £30,000.

I wish to apply for support towards:

Specific weekly need (i.e. transport to school, meals,	Cost per week

Individual item needs (i.e. books, equipment, school trips, university visits	Cost

I attach to the form the following evidence to support my application.

I confirm that the details on this application and the evidence provided is true and accurate.

Signed (Student) **Date:**

Signed(Parent/Carer) **Date:**

For office use only:

Date application received:

Date application reviewed:

Outcome:

Date: September 2018	To be reviewed: Annually	Next review date: September 2019
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DECLARATION (Please ensure the form is signed)

- I / we have read and understood the guidance notes supplied with this application form.
- I / we confirm that the information given above is correct and complete to the best of my / our knowledge and belief and is a true reflection of my / our financial position.
- I / we undertake to inform the school immediately if my / our circumstances change.
- I / we understand that if the student leaves school he / she will not be eligible to receive further payments and overpayments may have to be repaid.
- I / we understand that payment of any award is conditional upon the student meeting his / her obligations under the school commitment regarding attendance, performance, behaviour and compliance with all procedures.
- I / we understand that the information provided may be shared with other agencies or organisations, as allowed by law, for the purposes of checking this application and / or the prevention of fraud.
- I / we confirm that the student is eligible for support from the 16 –19 Bursary Fund on residency grounds and will provide suitable supporting evidence if required.

Signed by the student		Date
Signed by parent / carer		Date
Signed by parent / carer		Date

The school reserves the right to amend or update the application form and procedures during the academic year 2018/19