

**SIXTH FORM 16-19 BURSARY FUND APPLICATION FORM**

Prior to completing this form please ensure you have read the '*Sixth Form Bursary Policy*'.

Please fully answer all of the questions relevant to you and sign the declaration **on page 6**. If your form is incomplete, it will be returned to you and your application may be delayed. If you need help to complete this form, please e-mail our Sixth Form Centre Manager: [smagee@latimer.org.uk](mailto:smagee@latimer.org.uk)

Please return this completed application along with proof of entitlement in an envelope marked: **Private & Confidential** to Miss S Magee, Sixth Form Centre Manager, Latimer Arts College by **29<sup>th</sup> September 2023**.

**PART A – STUDENT DETAILS**

**THIS MUST BE COMPLETED BY THE APPLICANT**

<b>Surname/Family Name:</b>			
<b>First Name(s):</b>		<b>Date of Birth:</b>	
<b>Email:</b>		<b>Phone No:</b>	
<b>Address:</b>			
<b>Post Code:</b>			

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.

<b>Name of Account Holder</b>			
<b>Bank/Building Society</b>		<b>Branch</b>	
<b>Sort Code</b>		<b>Account No.</b>	

**Nationality and Residency**

To be eligible for funding you must have the legal right to be resident in the United Kingdom at the start of your study programme.

<b>I am a British Citizen or EU/ EAA National</b>	<b>Y/N</b> (Please Circle)	<b>I have been resident in the UK or EU/EEA for the last three years</b>	<b>Y/N</b> (Please Circle)
---	-------------------------------	--	-------------------------------

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 1 of 6		

**PART B – PARENT/CARER DETAILS**

**THIS MUST BE COMPLETED BY THE PARENT/CARER**

<b>Surname/Family Name:</b>			
<b>First Name(s):</b>			
<b>Address:</b>			
<b>Post Code:</b>		<b>Phone No:</b>	
<b>Relationship to student</b>			
<b>N. I. Number</b>		<b>Email:</b>	

**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 – Page 3)

**Discretionary Bursary**   
(Attach Appendix 2 Form – Page 4)

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 2 of 6		

## Appendix 1 – Application for Vulnerable Persons Funding

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

<b>Full Name:</b>	
-------------------	--

<b>I wish to apply for Vulnerable Persons funding under the following criteria:</b>	<b>Please Tick</b>
I am in local authority care	<input type="checkbox"/>
I have just left living in local authority care.	<input type="checkbox"/>
I am in receipt of Income Support or Universal Credit in my own right.	<input type="checkbox"/>
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.	<input type="checkbox"/>

<b>Please indicate the evidence you are enclosing in support of your application:</b>	<b>Please Tick</b>
Written confirmation from the local authority that looks after you or provides your leaving care services	<input type="checkbox"/>
A copy of your income support or Universal Credit award notice (you must be entitled to the benefits in your own right). The evidence must confirm that you can be in further education or training.	<input type="checkbox"/>
For students getting Universal Credit (UC)/Employment and Support Allowance (ESA) and Disability Living Allowance and Personal Independence Payments, a copy of your UC claim that confirms which ESA group you have been placed. You will also need to provide evidence that you are receiving Disability Living Allowance or Personal Independence Payment.	<input type="checkbox"/>

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 3 of 6		

## Appendix 2 – Application for Discretionary Funding

Applications for discretionary bursaries are assessed on household income; therefore, you must provide evidence to support your application. In order to qualify for a discretionary bursary household income must be **below £30,000**. If you live with parents or a partner, this will include their income and income from any benefits. If you live independently, we need evidence of your own income and benefits you receive. Household income for the purpose of this application is defined as **gross taxable income** for the household, including taxable benefits.

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

<b>Full Name:</b>	
-------------------	--

- I reside in a household where I have registered for, and meet the criteria for Free School Meals.
- I reside in a household where the gross annual household income is below £30,000.

What is your total Household Income? (Please Tick)				
Up to £16,999	£17,000-£19,999	£20,000-£21,999	22,000-£23,999	£24,000-£29,999

Please indicate the evidence you are enclosing in support of your application:		Please Tick
<b>Proof of Employed Income</b>	Tax Credit Award Notice For 2022-23. Or: (For each earning adult in the household): <ul style="list-style-type: none"> <li>• P60 for tax year 2022-23 or</li> <li>• Payslip for Last week in March 2023</li> </ul>	
<b>Proof of Income from Self Employment</b>	A “Self-Assessment Tax Calculation” for tax year 2022-23 (Form SA302), if you do not submit a Tax Credit Award Notice.	
<b>Proof of Any Other Income</b>	Relevant paperwork detailing the income received during the 2022-23 tax year.	

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 4 of 6		

Please complete the information 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, travel to and from school, educational visits, exam resit fees, visits to open days etc.)

***I wish to apply under the Discretionary Bursary Fund for financial support towards:***

A specific weekly need (i.e. transport to school)	Approx. Cost Per Week

Individual items (i.e. books, equipment, university visits)	Estimated Cost If Known.

**Please note:**

Prior to any expenditure, you must:

- Complete a claim form and have it approved by the Assistant Principal for Sixth Form.
- Provide receipts for expenditure, in order to access bursary funds.

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 5 of 6		

## DECLARATION

**(Please ensure you have fully read all the information before signing this form).**

- I / we have read the Privacy Notice included with this application.
- I / we have read and understood the Bursary Policy, 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 in writing, if my / our circumstances change.
- I / we understand that if the student leaves school they 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 their obligations as per the Sixth Form Learning Contract regarding attendance, performance, behaviour and compliance with all procedures
- 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.
- I / we understand that the school may make payments “in kind” such as purchasing books or resources on behalf of the student. Any such purchases of books, reference materials or non-consumable items, by the school, as part of the Bursary, remain the property of the school and must be returned by the student, following completion of the course.
- Funding for the 16-19 Bursary Fund is limited and support is subject to there being sufficient funds available at the time the application is received and assessed. Please be aware that if there is high demand for the discretionary bursary, we will prioritise the applications we have received on the basis of **need**, therefore, we are not able to guarantee that you will receive financial assistance.
- If I am awarded a bursary, I understand that the funding only covers this academic school year and that I must re-apply for funding next year (if applicable).
- 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.

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

**For office use only:**

Date application received: .....

Approved by Sixth Form Centre Manager ..... Date .....

Approved by Assistant Principal for Sixth Form ..... Date .....

Amount of Bursary Award to be made for the Academic Year 2023-24 £.....

*The school reserves the right to amend or update the application form and procedures during the academic year 2023/24*

Date: July 2023	To be reviewed: Annually	Next review date: July 2024
Page 6 of 6		