



# 16 to 19 Bursary Fund Application Form (2019-2020 Draft) Academic Year

Please read the 16 to 19 Bursary Fund Guidance Notes before completing this form.

## Section 1: Applicant Details (Learner)

Title:	First Name:	Last Name:
Address:		
Postcode:		
Home Telephone No:	Mobile Telephone No:	
*E-mail Address:		

\*We will use your e-mail address to send all correspondence to you – please ensure this is included

Date of Birth:	Age at 31 <sup>st</sup> August 2019
Tutor Group:	
Subjects studied (please list):	

## Section 2: Residency

Please tick the appropriate box Yes    No

Have you been 'settled' in the UK for the 3 year period preceding your course start date?		
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If 'No', please contact College for advice

## Section 3: Residential Status

Who do you live with? Please tick all boxes that apply

Mother		Father	
Parent's spouse/partner		In care/looked after	
Foster parents		On my own	
Other: please give details			

#### Section 4: Learner's Eligibility/Supporting Documents

Please complete **either** Part A or Part B below:

Tick the box applicable in the Part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form. If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss possible alternatives.

#### Part A: Please tick only 1 box, then go to Section 6

<b>Vulnerable Bursary-Vulnerable Learners:</b>	<b>Tick</b>	<b>Supporting Documents needed</b>
Young people in care or care leaver		Letter from care home/social worker/local authority
Young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone else who is dependent on them and living with them, such as a child or partner		Copies of the benefits paperwork
Young people in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right		Copies of the benefits paperwork

#### Part B: Please tick the relevant boxes, then go to section 5

<b>Discretionary Bursary-Other Learners</b>	<b>Tick</b>	<b>Supporting Documents needed</b>
Young people who are claiming, or are eligible to receive free school meals		If you were claiming free school meals in Year 11, this information will be provided from your feeder school. If you want to apply for free school meals, please contact us for further information
Young people whose household receives income based means tested benefits AND/OR whose gross annual household income is below £25,000  (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)		Please supply one or more of the following: (copies) <ul style="list-style-type: none"> <li>• award letter (less than 3 months old) for income based benefits</li> <li>• tax credit award notice for the current financial year (not provisional)</li> <li>• P60 (tax year ending April 2019) or the last 3 months pay slips</li> <li>• Evidence of self-employed earnings (certified accounts for 2018/19 tax year)</li> </ul>
Young people with significant caring responsibilities at home and who are not in receipt of a Carer's Allowance		Supporting letter from social worker or parent
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact the Principal in confidence for advice

## Section 5: Discretionary Bursary - types of awards available

The Sixth Form aims to provide a supply of stationery to assist students in their studies, together with the use of a locker for the time you are studying at Painsley Sixth Form.

If you wish to be considered for these, please tick:

Stationery	<input type="checkbox"/>
Locker	<input type="checkbox"/>

Other awards for the Discretionary Bursary are shown below. Please tick the relevant boxes if you feel that one of more of the categories may be relevant to you. You may not have the full details to hand now, but you will be able to give more details later. Depending on individual circumstances, costs may be provided in full for the bursary or you may have to pay a contribution yourself. Where possible, Painsley Sixth Form will make payments ‘in kind’ – provide a bus pass, pay for exam resits, buy equipment, clothing or books on behalf of students or arrange payment for educational visits, for example.

Category	Tick	Further Details – including estimated costs where relevant
Travel to/from Sixth Form	<input type="checkbox"/>	Method of transport .....  Distance between Painsley Sixth Form & home .....  If bus, please confirm bus route/bus operator .....  Bus Pass <span style="float: right;">Yes/No</span> College bus <span style="float: right;">Yes/No</span>  Expected Cost .....
Books for the subject you are studying	<input type="checkbox"/>	Details of books required:
Equipment/materials/specialist clothing for subjects studied	<input type="checkbox"/>	
Subject-Specific Educational Visits – a contribution of a maximum of 50% from bursary will be awarded unless there are exceptional circumstances authorised by the Principal. One residential trip will be subsidised per year.	<input type="checkbox"/>	
Exam Re-sit Fees	<input type="checkbox"/>	
UCAS Application, University Interviews/Open Days	<input type="checkbox"/>	
Other educational needs (please give details) eg a financial contribution towards the dress code	<input type="checkbox"/>	

## Section 6: Bank Details

In the majority of cases, successful applicants will receive an award 'in kind' in the form of a bus pass, contribution towards meals, or help with educational visits, for example. Where monetary payments are made, these will be made by BACS transfer into the learner's own bank account. Please insert the details below

Account holder name (student) as shown on statement	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

## Section 7: Declarations

**Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.**

### Learner Declaration:

I declare that all information I have provided in support of this application for the Painsley Sixth Form College Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and Painsley Sixth Form will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify Painsley Sixth Form in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave Painsley Sixth Form or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

Signed ..... Date .....

Full name (in block capitals) .....

### Parent/Carer Declaration:

I declare that all information I have provided in support of this application for the Painsley Sixth Form College Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the Sixth Form will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the learner named on this form leaves the Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Painsley Sixth Form may withhold payments.

Signed ..... Date .....

Full name (in block capitals).....

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to:

**Clare Oberman**

**Painsley Sixth Form College**

**Station Road**

**Cheadle**

**Stoke-on-Trent**

**Staffordshire**

**ST10 1LH**

The application form can be submitted by post or in person

The application form will only be seen by the Finance Officer and the Assistant Principal. If you make an appeal against a decision, the Principal and the Appeals panel may also see your application form.

If you need any further information or assistance, please contact the Finance Office

[accounts@painsley.staffs.sch.uk](mailto:accounts@painsley.staffs.sch.uk)

Telephone: 01538 714944



National Teaching School  
designated by  
  
National College for  
Teaching & Leadership



*The Painsley Catholic Academy.*

*A company limited by guarantee registered in England & Wales with company number 08146661.*

*Registered Office Address: Station Road, Cheadle, Staffordshire ST10 1LH.*

Painsley Sixth Form College, Station Road, Cheadle, Stoke-on-Trent, ST10 1LH

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	Signature:	Date:
Application form received		
Form checked for full completion		
Evidence provided: Please list-		
Evidence checked		
Requested further information/documents:		
Eligibility criteria: Student is aged between 16 & 19 years YES/NO Student is enrolled on a valid learning programme at a valid provider YES/NO		
Application approved? YES/NO Reason for rejection		
Decision letter sent to learner (emailed)		
Meeting held with Assistant Principal		
Student's name and date of birth: ..... Original birth certificate YES/NO Current passport YES/NO		
<b>Appeal</b>  Date appeal request received Appeal hearing date Persons present at hearing Appeal decision Notification sent to applicant		