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# St. Paul's Catholic School 16-19 Bursary Application 2023/24

This completed application form and relevant evidence must be handed in by **Friday 20<sup>th</sup> October**. If the Application Form and evidence are presented later than this date, bursary support can only be backdated up to 4 weeks. All information provided will be treated as confidential.

1. Type of Bursary	
You can apply for one or the other bursary: see eligibility criteria outlined in the Bursary Policy ( <i>tick one</i> )	
<input type="checkbox"/>	Discretionary ( <i>complete the form in full</i> )
<input type="checkbox"/>	Vulnerable ( <i>complete only Section 2 &amp; 3 (Student Details) and sign the declaration in Section 7.</i> )

2. Student Details	
Student Forename:	Student Surname:
Address:    Postcode:	Home Telephone:
	Student Mobile:
	Student Email:
	Student Tutor Group:
	Name of School attended in Year 11
	Date of birth:
	Age on 31/8/2023
Residency Status: Have you lived in the UK for the last 3 years? If NO, please provide details of your immigration status.	YES / NO
Who do you live with? ( <u>underline one</u> or specify other)	2 parents. 1 parent and your stepmother/father. 1 single parent only. 1 parent and their partner, Your own partner/spouse. In care. Alone. Other (specify)
What subjects are you studying? Include A-levels, BTEC courses, Core Maths, and EPQ.	
Extra-curricular activities e.g. Drama Clubs, Sports Clubs, Music Lessons	

3. Vulnerable Student Bursary only	
Are you in receipt of Income Support of Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes/No
Care Leaver or currently in looked after care? (evidence required – letter or email from Local Authority)	Yes/No
Student in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required – financial statement showing <b>both</b> ESA and DLA/PP)	Yes/No

4. Parent / Carer Details	
Name of parent / carer	
Parent/Carer contact details:	
Are you married?	
Are you living with a Partner?	
How many other children are living at home who are under 16 and financially dependent on you?	<i>Please provide their ages</i>

### 5. What support do you need?

**Only complete if you are applying for a Discretionary bursary.**

Please refer to your subject course guide or overview sheets given to students at the start of the academic year to determine needs for course equipment, books and trips.

Funding Requests	Tick if requesting	Additional information to support your request
1. Transport – Travel Pass		
2. IT Equipment (Loan of Laptop or Chromebook)		
3. Stationary and/or Specialist Equipment		
4. Compulsory Text Books		
5. Clothing Voucher (dress code)		
6. Compulsory Course trips *		
8. Other non-compulsory Trips		
9. Transport costs re visits regarding Post 18 choices		
10. Other (please specify)		

\* Compulsory Course Trips are those which are considered essential to support your course programme. For example, Geography Residential Field Courses in Year 12.

### 6. Household Income

Provide details of your household income including any benefits you may or may not receive. It is very important to provide photocopies of as much supporting evidence as possible as proof of your circumstances. See requirements below. **Applications will not be considered without the required supporting evidence.**

Income	1 <sup>st</sup> Carer in the household	2 <sup>nd</sup> Carer in the household	Other carer (Specify)	Supporting Evidence Y/N
Self-employed gross income (before tax) after deductions of expenses.	£	£	£	

Gross earned wages / salary from a job (before tax)	£	£	£	
Other income eg maintenance payment, investment income	£	£	£	
Please state the amount of any benefits received in the boxes below and state if it is per week, month or year.				
Child Benefit	£	£	£	
Universal Credit	£	£	£	
Income based Jobseeker's Allowance	£	£	£	
Housing Benefit	£	£	£	
Council Tax Reduction	£	£	£	
Working Tax Credit	£	£	£	
Child Tax Credit	£	£	£	
Income related Employment & Support Allowance (ESA)	£	£	£	
Income Support (total: basic and premiums)	£	£	£	
Pension Credit (Guaranteed Credit)	£	£	£	
Statutory Sick Pay	£	£	£	
Any other benefits – give specific details:				

### Supporting Evidence requirements

EACH adult needs to provide proof for all income listed above. Where applicable, we require:

- Child Benefit Award Notice for each child
- Working Tax Credit statement – in full
- Last 3 months or 6 weeks of wage slips
- Self-assessment form / copy of annual accounts
- Proof of benefit income (see above)

If you get Job Seekers Allowance then your letter must indicate that this benefit is income based.

If you receive Pension Credit the letter must indicate the Guarantee Credit element of Pension Credit.

If possible please provide scanned/photocopies only.

### 7. Declaration

- I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.
- I am aware that the funding covers only this school year and that I must re-apply next year.
- I understand there will be regular checks of my attendance, progress and conduct and that failure to fulfil these requirements may result in my award being withdrawn.
- I agree to abide by the conditions laid out in the Administration of Bursary document and in the Student/Parent Bursary Agreement attached.
- I agree to inform the Sixth Form Administrator of any change of circumstances e.g. if there is a change to (a) my course, (b) my personal status (c) my household financial status (d) my mode of transport to school.
- I understand that awards are discretionary and based on household income and individual circumstances. Decisions to award bursaries, or to discontinue them, are made by the Head of 6<sup>th</sup> Form and Finance Officer on the basis of the information available and that their decision will be final.

*I understand and agree that as a recipient of a Sixth Form bursary, I will be responsible for maintaining high standards of attendance and full commitment to my A-Level courses.*

Student signature: .....

Date: .....

Parent/Carer Signature: .....

Date: .....

**Data Protection:** The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

### What happens next?

- Sign the Student/Parent Bursary Agreement attached.
- Return your completed form with full proof of income to the Sixth Form Administrators in B101.
- We will write to you when your application has been assessed and let you know how much help we can offer.
- Please note awards may be subject to change depending on the amount of funds available.
- Funding is limited, and you may not receive an award.
- No awards can be paid until you are enrolled on your course.

### OFFICE USE ONLY

Annual adjusted household income: £ .....

Eligible: .....

Award made                      YES / NO    £ .....

Authorised by: ..... Date .....

Approved by Finance Officer/Head of 6<sup>th</sup> Form: ..... Date: .....

# Student and Parent/Carer Bursary Agreement

I accept and agree to the conditions of the Learning Agreement and 16-19 Bursary as detailed below:

- Maintain high levels of attendance to lessons (97%) with unauthorised absences not exceeding 3% and comply with the Sixth Form code of conduct.
- Attend all timetabled sessions punctually (this includes Mentoring, Tutorial, RISE & Citizenship/PSHE assemblies)
- Adhere to dress code expectations.
- Accept responsibility for your own learning with the support of your teachers.
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively.
- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Respect the individual rights of all members of the school community and be involved in activities within the community.
- Inform the Sixth Form Administrators of any changes to my (a) course (b) personal circumstances (c) household financial circumstances and (d) mode of transport to school. Accept that my bursary payments will be reviewed and if necessary adjusted in light of these changes in circumstances.
- Accept that awards are discretionary and the decision will be final.
- Accept that the bursary may be withdrawn should the above conditions not be met or if the change to my household financial circumstances raises my above the qualifying income for a bursary award.
- Accept that receipts for all purchases awarded by the Bursary must be provided and that without these an adjustment will be made to future claims.

Student Name.....

Signature.....

Parent/Carer Name.....

Signature.....

**Please complete and return this declaration and the Application Form with supporting evidence to the Sixth Form Administrators in B101**