

St. Paul's Catholic School

16-19 Bursary Fund Application

2026/27

This completed application form and relevant evidence must be handed in by **Friday 23rd 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>)	
☐	Discretionary (<i>complete the form in full</i>)
☐	Vulnerable (<i>complete only Section 2 & 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 31/8/2025		
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? (underline one 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 or 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 both ESA and DLA/PP)	Yes/No
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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.

PLEASE NOTE: if you require support with IT equipment, please speak with your Pastoral Lead **PRIOR** to any purchase

Funding Requests	Tick if reques	Additional information to support your request
1. Transport – Travel Pass		
2. IT Equipment (Please see your Pastoral Lead <u>prior</u> to purchase)		
3. Stationary and/or Specialist Equipment (see Chaplaincy Lead <u>prior</u> to purchase)		
4. Compulsory Text Books		
5. Specialist equipment or clothing (for example, protective overalls) required for your study programme (Please see the Pastoral Lead prior to purchase)		
6. Compulsory Course trips *		
7. School Canteen Lunch		
8. Transport costs re visits regarding Sixth Form choices		
9. UCAS application costs		

* 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 st Carer in the household	2 nd Carer in the household	Other carer (Specify)	Supporting Evidence Y/N
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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 may be reassessed for the next academic 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 6th 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 and full commitment to my 6th Form 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 and have met with your Chaplaincy Lead to discuss your application in full

OFFICE USE ONLY

DATE OF PASTORAL LEAD MEETING WITH STUDENT

Signature of Pastoral Lead on completion of meeting

Annual adjusted household income: £

Eligible:

Award made YES / NO £

Approved by Finance Officer/Head of 6th Form:Date:

