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## BLenheim HIGH SCHOOL SIXTH FORM 16-19 BURSARY FUND APPLICATION FORM (2021/22)

### COMPLETING THE FORM

This form needs to be completed by the student wishing to apply for a 16-19 Bursary. There is a section that parents / carers will need to complete.

In order to process an application, detailed information regarding personal/household finances is required. The school may require additional information beyond that specified in the application form.

Applying for a 16-19 Bursary does not guarantee that the financial assistance will be provided. The school will fully verify each student's eligibility and help needed with actual cost of participating. Financial need assessment will determine the amount of support required. There are limited funds available to the school for this purpose and priorities may need to be set.

The application form and any other supporting documentation will be held securely and treated in the strictest confidence.

### GUIDANCE NOTES

For a summary of guidance notes, go to: <https://www.gov.uk/1619-bursary-fund>

#### 1. Eligibility Criteria

- You must be at least 16 and under 19 on 31<sup>st</sup> August 2021
- You must meet UK residency requirements (the school can check this)

#### 2. What is the Bursary for?

A Bursary is the provision of financial assistance for young people, typically aged 16-19, facing financial barriers to participation in education, such as the cost of books, equipment, meals, field trips or transport.

#### 3. Types of Bursary

### VULNERABLE STUDENT BURSARIES

You could get up to £1,200 if at least one of the following applies:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

### DISCRETIONARY BURSARIES

- Students that are not eligible for a Vulnerable Student Bursary are entitled to apply for a Discretionary Bursary, with a value of the award to be determined by the school, dependent upon family financial circumstances.

- Evidence of financial hardship of the student's parent(s) or carer(s) will need to be provided to the school so the eligibility for a Discretionary Bursary can be assessed. For example, written evidence of the receipt of benefits such as:
  - (i) Income Support or Universal Credit
  - (ii) Income-based Jobseeker's Allowance
  - (iii) Income-related Employment and Support Allowance
  - (iv) Support under Part VI of the Immigration and Asylum Act 1999
  - (v) Child Tax Credit
- In addition to the evidence above, we will consider the following evidence when assessing eligibility for a Discretionary Bursary:
  - (vi) Gross household income of less than £25,000 per annum (excluding all income from benefits) and as evidenced by the production of copies of the three most recent monthly payslips (or 10 weekly) of the parent(s) / carer(s) in the household.
  - (vii) Other circumstances which the school feels may act as a barrier to a student's full participation in school life, such as being part of a particularly large family or acting as a carer to another family member. All cases will be treated individually.
- Payment of all Bursary awards will be conditional upon students meeting acceptable standards of attendance, behaviour and commitment to their studies.
- Students in receipt of a Bursary award in one academic year must re-apply for an award in the following year.
- Applicants will be notified about award decisions as soon as it is practical following receipt of application forms.

## PAYMENT OF AWARDS

- Payment of all Bursary awards will typically be termly (September, January, April) or on any other basis determined by the school's Director of Finance and Operations. The value of any 'in kind' provision (i.e. books, equipment etc.) may be deducted from the cash payments.
- Cash payments can only be made directly to bank account of the student making the application.



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## BLenheim HIGH SCHOOL SIXTH FORM 16-19 BURSARY FUND APPLICATION FORM (2021/22)

If you require help in completing this form, please contact the Finance Office.

### SECTION 1 – STUDENT DETAILS (please print details and complete in **black ink**)

First Names:	Surname:
Date of Birth:	Home Telephone Number:
Email:	Mobile Number:

### SECTION 2 – Are you applying for: (please tick appropriate box)

- Vulnerable Students Bursary – please complete section 3, 5, 6 and 7
- Discretionary Bursary – Please complete section 4, 5, 6 and 7

### SECTION 3 – Vulnerable Students 16-19 Bursary (up to £1,200 p.a.) - The student who is applying for the award should tick the box that applies to them (please attach proof – see section 5):

- I am living in care
- I am a care leaver
- I am in receipt of Income Support or Universal Credit
- I am in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) or Employment and Support Allowance (ESA) or Universal Credit

### SECTION 4 – Discretionary 16-19 Bursary

Household Financial Circumstances of the student applying – sections 4 and 5 to be completed by parent(s) / Carer(s)  
(Please tick appropriate box)

Name of Person receiving benefit	Child Tax Credit	Income Support/ Universal Credit	Job Seekers Allowance	Employment Support Allowance	Support under Part V1 of the Immigration and Asylum Act	Gross household income of less than £25,000 per annum
1.						
2.						

## SECTION 5 – Proof of income/Benefit Submitted

Whatever you have declared in 3 or 4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits/income on the application, find the type of Income that applies to you in the first column and the evidence required column will tell you what you need to provide.

Then tick if you submitted this as evidence.

Type of Income	Evidence Required	Tick if enclosed
Income Support	Entitlement / Award Letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award Letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award Letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award Letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award Letter – dated within the last 3 months	
Child Tax Credits	Child Tax Credit Award Notice for 2020-21. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Disability Living Allowance	Entitlement / Award letter dated within the last 3 months	
Earned income of less than £25,000 per annum	3 most recent monthly payslips or 10 most recent weekly payslips	

## SECTION 6 – Student Bank Account Details

(You should check that your bank account can accept BACS Direct Credits)

- Bank Name (e.g. Nat West)

- Branch Location (e.g. Epsom High Street)

- Name of Account Holder

- Sort Code

- Account Number

- Roll Number (building society accounts)

## SECTION 7 – Declaration

Please read the declaration below carefully before signing:

1. 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 undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any changes to any of the particulars in writing. I agree to repay Blenheim High School in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I understand that the bursary award payment can be withheld if acceptable standards of attendance, behaviour and commitment to studies are not met.
3. I am aware that the funding covers only current academic year (September 2021 – July 2022) and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student): ..... Date: .....

Print Name: .....

Signed (Parent or Guardian): .....

Print Name: ..... Relationship .....

Please return the form in person to 6<sup>th</sup> Form Administrator or Head of 6<sup>th</sup> Form in an envelope clearly marked:  
Blenheim High School Sixth Form Bursary Fund Application

For School Use:		
Date Received:	Bursary Approved:	Yes      No
Vulnerable Student Bursary Amount awarded:		
Discretionary Bursary Amount awarded:		
Evidence Seen/Returned	Yes	No
Authorised By Head of 6th Form:	Date:	
Authorised By Director of Finance and Operations:	Date:	
Payment Date 1:	Payment Date 2:	Payment Date 3:
Additional Notes:		