

## APPENDIX A: 16-19 BURSARY FUND APPLICATION FORM 2020-21

Please complete this form and bring it together with your supporting evidence to the Academy you attend in order for your application to be processed.

Student details					
Title:		First name:		Surname:	
DOB:		Age: <i>(on 31<sup>st</sup> August 2020)</i>			
Address:					
Postcode:		Tel:		Email:	
Have you the right of abode and been resident in the UK for the last three years?				Yes	No
Do you have an Education Health and Care Plan?				Yes	No

Bursary criteria
<p>To qualify you must:</p> <ul style="list-style-type: none"> <li>• meet the ESFA's residency criteria</li> <li>• be aged 16 or over and under 19 on 31 August 2020 or</li> <li>• aged 19 or over with an Education Health and Care Plan (EHCP) or</li> <li>• aged 19 or over and continuing on a study programme which began when aged 16-18</li> </ul>

Vulnerable Bursary criteria		
To qualify you must fall into one of the below categories and produce the required evidence as stated.		
Are you in receipt of Income Support or Universal Credit? <i>(evidence required - Income Support or Universal Credit Statement Letter)</i>	Yes	No
Care Leaver or currently looked after in care? <i>(evidence required - letter from Local Authority)</i>	Yes	No
Disabled student in receipt of <b>both</b> Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments <i>(evidence required, award letter showing in receipt of <b>both</b> ESA (UC) + DLA/PIP)</i>	Yes	No

Discretionary Bursary criteria
Your household income is one of the criteria, which will help us to assess your application. If your <b>TOTAL</b> Household income exceeds £28,000 per annum, you will not be eligible for a Bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

P60		Income Support/ Universal Credit (award letter)		Full Tax Credit Award Notice	
Self-employed earnings (official tax return)		Other benefits/ pension (award letter)		Wage slips for household	

### Discretionary Bursary criteria continued....

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance. This information is strictly confidential and will only be used for this assessment purpose.

What do you need financial assistance for?	How much will you need?
Travel	
Educational visits	
Books or equipment	
Clothing	
Specialist equipment	
Any other assistance or exceptional circumstance	

### Payment details

Please note that the academy can choose to pay Bursary awards 'in kind' e.g. by purchasing equipment required or may make payments directly into the student's bank account by BACs. Please provide your bank details below as printed on your bankcard or statement.

Name of account holder	
Sort code	
Account number	
Name of bank or building society	

### Declaration

I certify that the information I have given on this application form is true and accurate.

I understand that the information given on this form may be shared with other departments within the Academy including the Academy Trust finance team.

I understand that if I withdraw from the Academy I may be liable to pay back all or some of the monies awarded to me or the Academy on my behalf.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Relationship to student \_\_\_\_\_  
(if applicable)

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**Power of Attorney**

If you wish the payment to be made to someone other than the student you must provide proof that they are responsible for the student's finances such as Power of Attorney. This can include a letter from the Department of Work & Pensions.

Payment to be made to \_\_\_\_\_