

Version Dated: September 2021

6th Form Administrator: Nicola Lightfoot

**Ashley High School 16-19 Bursary Fund Application 2023 - 2024**

Please read the Ashley High School 16-19 Bursary Fund Policy before completing this form.

# Student Details

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Address |  |
|  |
|  |
| Postcode |  |
| Date of Birth |  |

**Vulnerable Bursary**:

|  |
| --- |
| ***If applying for a Vulnerable Bursary please tick the relevant box*** |
| I am a young person in care |  |
| I am a young care leaver |  |
| I am in receipt of Income Support **or** Universal Credit in my own right **and**am financially supporting myself and anyone who is dependent upon and living with me |  |
| I am in receipt of Disability Living Allowance **or** Personal Independence Payments in my own right **and** Employment and Support Allowance **or** Universal Credit in my own right. |  |

Please tick to confirm which supporting documentation you are providing

|  |  |
| --- | --- |
| Evidence of Income Support in applicant’s own right  |  |
| Evidence of Universal Credit in applicant’s own right |  |
| Evidence of Disability Living Allowance in applicant’s own right |  |
| Evidence of Personal Independence Payments in applicant’s own right |  |
| Evidence of Employment and Support Allowance in applicant’s own right |  |

**Discretionary Bursary**:

Please briefly outline the nature of the expenses to be covered by the Discretionary Bursary Fund.

|  |  |
| --- | --- |
| Transport requirements |  |
| Meals in school |  |
| Books & Equipment |  |
| Educational Trips |  |
| Other (please state) |  |

**Household Income** *(Required for Discretionary Bursaries)*

Please include the required **original** supporting documentation with this form showing total household income. All evidence will be photocopied and dealt with in the strictest confidence. (*Please do not send any original documentation in the post. The students should bring this directly to Mr Jones in the 6th Form Office who will photocopy and return ASAP).*

|  |  |
| --- | --- |
| My total household income is: | £ |

Please tick the supporting documentation provided. (You must provide at least **2** forms of documentation)

|  |  |
| --- | --- |
| P60 |  |
| 3 most recent bank statements |  |
| 3 most recent Universal Credit monthly award statements |  |
| Council Tax benefit (other than single occupancy)  |  |
| Income-related Employment and Support Allowance (ESA)  |  |
| Housing Benefit |  |
| Income support |  |
| Income Based Job Seekers Allowance |  |
| Pension credit (Guarantee credit) |  |
| Working Tax credit  |  |
| Child Tax Credit  |  |
| Immigration Support |  |
| Other Needs |  |

**Bank Account Details**

Where bursary payments are made to a bank account, they will only be made to the student’s own bank account. Payments may be made to a joint account, as long as the student is one of the account holders. If you can provide evidence that you are responsible for the child’s financial affairs then monies may be paid in to your account.

You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address. Mr Jones will photocopy the details and return the original documents. The photocopies will be held in a secure location.

*Please complete the bank account details required.*

# Student Bank or Building Society details

|  |  |
| --- | --- |
| Full name of Account Holder |  |
| Name of Bank/Building Society |  |
| Branch |  |
| Sort Code |  -- --  |
| Account Number |  |

*Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.*

# We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above named student must comply with the terms of Ashley High School Bursary Policy, and that funds may be withheld if they fail to do so. We understand that we must notify the 6th Form Administrator immediately if there are any changes in financial circumstances.

**Signed (Student) Date**

**Signed (Parent) Date**

**The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation. We will only retain your data for as long as necessary, after which time it will be securely destroyed**.

***For 6th Form Use Only***

***Date Application Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supporting documentation received, copied and returned \_\_\_\_\_\_\_***

 ***Date Application Reviewed \_\_\_\_\_\_\_\_***