



# 16-19 Bursary Fund 2018-19 Application Form

Please use this form to apply for the 16-19 Bursary scheme only if you are aged 16-18 on the 1<sup>st</sup> September 2018, are a 'home' student and are fully enrolled on a funded course. To qualify for a bursary you must be fully enrolled on a full time course lasting longer than 30 weeks. Being eligible for a bursary does not guarantee that you'll receive one, as funds are limited and bursaries are provided on a first come first served basis. In exceptional circumstances or if you feel you would benefit from further support, you may be eligible for a bursary if your household income exceeds £25 521.

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please speak to Mrs Deeks.

Section 1: Your personal details				
Full name		Admission Number (if known)		
Address		Date of birth		
Postcode		Age (on 31.08.18)		
Daytime contact no.		Nationality		
Email				
Where have you lived for the last three years?				
If you are not an EU citizen (inc. UK citizen), please advise of your UK immigration status:				
Who do you live with?	Parent(s) or guardian	Partner	Independently	Other (give details)
Name/s of your parent/s or guardian/s for income assessment purposes.	A.			
If you do not live with your parent/s or guardian/s, please provide your partner's details or alternatively leave this section blank.	B.			

Section 2: Your course details				
Course title (main programme only):				
End date:		Form group/tutor:	Start date:	
Is this your?	1st year <input type="checkbox"/>	Second year <input type="checkbox"/>	Third year <input type="checkbox"/>	

Thank you for completing the sections about you and your course. The next section is about your household income.

### Section 3: Your household income

#### Income-assessed Benefits:

If you or your household (the person/s named in section 1) are in receipt of the following income-assessed benefits, please tick which benefit they receive:

- |  |   |
|--|---|
| <input type="checkbox"/> Job Seekers Allowance | <input type="checkbox"/> Employment and Support Allowance (income related only) |
| <input type="checkbox"/> Income support        | <input type="checkbox"/> Guaranteed Pension Credit                              |
| <input type="checkbox"/> Housing Benefit       | <input type="checkbox"/> Financial Assistance as an Asylum Seeker               |
| <input type="checkbox"/> Council Tax Benefit   | <input type="checkbox"/> Universal Credit                                       |

You will need to provide evidence of the benefit/s **dated within the last three months** to support your application. Only information about the benefits in this list are required: please do not include information about any other benefits unless requested.

#### Other household income:

Only complete this section if you or your parent/s and/or guardian/s are **NOT** in receipt of any of the benefits listed above.

Income Type	For you (£) per month	For person A named in section 1 (£) per month	For person B named in section 1 (£) per month	Evidence you will need to supply
Monthly pay (Gross)				For each named person, please provide: <input type="checkbox"/> P60 for the 2017/18 tax year <i>or</i> <input type="checkbox"/> Last three months wage slips <i>or</i> <input type="checkbox"/> 2017/18 Working Tax Credit Award Notice
Other Income (please give details)				Evidence will be requested as required
Total				<b>Total Household income for the 2017/18 tax year.</b>
Annual Income				

#### Please give any details below of any other circumstances that you would like us to know about to help with your application:

Detailed reasons as to why you think you should be awarded this bursary and how your education would benefit.

#### Section 4: Financial support requested

In order to monitor the use of the bursary fund, Teignmouth Community School requires you to specify against each of the categories what the bursary will be used for.

- Transport Costs to and from school/work experience.
- Books and equipment (including Personal Protective Equipment). please give details.
- The cost of educational visits related to courses. Please supply details.
- Other Costs-please supply details.

#### Guaranteed Bursary

Please advise us if you fall into one of the following categories:

- A looked after young person
- A young person in receipt of Income Support **OR** Universal Credit \* (details required)
- Personal Independence Payment (PIP) in your name and either ESA **OR** Universal Credit.
- A care leaver
- A Disability Living Allowance (DLA) in your name and either Employment and Support Allowance **OR** Universal Credit

\* Because you're financially supporting yourself and anyone dependent on you and living with you.

If you have ticked one of these boxes please provide evidence to support the category you have ticked, either in the form of a letter from your support worker or proof of your benefits.

Thank you for completing this information.

The final section is the payment information should your application for a bursary be successful.

#### Section 5: Bursary Payment Details

Once approved (see Declaration and Conditions below), bursary payments will be made or items purchased directly or by payment in kind.

#### Section 6: Declaration

**Please read this information carefully and sign if you understand and accept the following conditions:**

The application may be approved prior to the start of your course, subject to available funding, but payment will only be made once your enrolment is complete and you have started the course. The funding can be withdrawn if any information on this form is found to be incorrect, or if any conditions associated are not fully met; these conditions are listed below.

Any bursary offered is subject to the availability of funds and completing an application does not guarantee any support will be available. Where a bursary is offered it will be for the 2018/19 academic year only and there is no guarantee that funding will be available for subsequent years. Information about the outcome of the application may be given by post.

I understand that when changes to the household income occur which may affect eligibility to the bursary, the school will be notified immediately.

**Data protection:** The information on this form is required by the school, to assess eligibility for financial support. By signing, you give consent for the recording and processing of this information.

*I have read and understand the conditions and confirm that the information provided is true and complete.*

<b>Parent/Guardian Signed:</b>		<b>Date:</b>	
<b>Print Name:</b>			

**Section 7: Agreed Conditions**

**Please read this information carefully and sign if you understand and accept the following conditions:**

The following have been agreed between you (the student) and the school in order to support your progress towards achieving the qualifications which you have registered on. Failure to comply with these conditions may result in the bursary being withdrawn.

- To attend lessons and comply with the Sixth Form Attendance Policy and Learning Contract.
- To complete all work set.
- Being absent from school for a continuous period of four weeks will cause the bursary payments to be suspended.

*I have read and understand the conditions.*

<b>Student Signature:</b>		<b>Date:</b>	
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**Once complete please hand this document to Mrs Deeks with copies of the necessary supporting evidence.**

**For TCS use only:**

Date Application Received:

Bursary Approved: Yes / No

Guaranteed

Discretionary (Tier 1)

Discretionary (Tier 2)

Discretionary Transport (Tier 3)

Other (special case)

Authorised by: (1)

Date:

(2)

Date:

Additional Notes: