



DESBOROUGH COLLEGE

16-19 Bursary Application Form

Please complete the form and deliver it together with your supporting evidence to **Mr G Andrews-Jones**, Head of Sixth Form.

Student Details					
Title:		First Name:		Surname:	
Date of Birth:			Age: <i>(You must 16, 17 or 18 on 31st August 2022, unless you are a 19+ continuer or you have an EHCP)</i>		
Address:					
Postcode:		Telephone:			
E-mail:					
Have you been resident in the UK for the last 3 years? Please note that answering 'no' does not necessarily mean a bursary cannot be awarded.					
Yes		No			

Parent/Guardian Details					
Title:		First Name:		Surname:	
Relationship to student:					
Address:					
Postcode:		Telephone:			
E-mail:					

General Bursary Criteria

To be considered you must be aged 16 or over and under 19 on 31st August 2022 and meet EFA's residency criteria. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

The bursary is paid to enable you to attend training with us and will only be paid if your attendance and conduct meet the required standard.

Any student meeting the general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change, can apply on an individual basis by submitting an application in writing.

Vulnerable Student Bursary Criteria

To qualify you must fall into one of the below categories and be able to produce the required evidence as stated.

Criteria	Yes/No	Evidence Required
You are in the care of the local authority, or have recently left it		Letter from the local authority
You are receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent upon you and living with you such as a child or partner		Copy of Income Support award notice or Universal Credit Award Notice. You must be entitled to this in your own right and it should confirm you can participate in further education
You are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right		Copy of Universal Credit Award notice or ESA award from DWP. Financial statement showing receipt of DLA/PIP.

Discretionary Student Bursary Criteria

You can apply for this bursary if your gross annual household income does not exceed **£25,000**

Please tick the boxes below to indicate what type of income-assessed benefits you or your household receive. Please provide evidence for each ticked box. If you cannot provide evidence then we may not be able to process your application for bursary payments.

Income: P60/pay slip		Income Support/Universal Credit (award letter)		Tax Credit Award Notice (TCAN)	
Self-employed earnings (official tax return)		Housing Benefit		Council Tax Benefits	
Income-related Employment and Support Allowance		Income-based jobseekers allowance		Guaranteed element of State Pension Credit	
Other benefits/pension award letter		Evidence of being a 19+ continuer		Education, Health Care Plan (EHCP)	

Household Details

Please list the names of the household members and relationship to the applicant (student)

Name	Relationship to applicant	Age if under 16

Financial Assistance Required	
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 Sixth Form. Please tick the categories below which you need assistance with and you will use the bursary for:	
Travel	
Travel details (where to/from and mode of travel):	
Meals	
Appropriate clothing/uniform	
Equipment	
Other (please provide details below)	
Payment Details	
If your application is successful, we will collect your bank details at a later date. You will need to have a UK bank account in your (the applicant's) name	
Attendance and Conduct Standards	
Receipt of both vulnerable and discretionary bursaries is dependent upon meeting attendance and conduct standards, as detailed in the relevant school documents. Please see the Student Handbook for further details.	

STUDENT & PARENT/GUARDIAN DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal or repayment of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I will attend regularly and complete the studies for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Desborough College immediately.
- I will notify Desborough College immediately with any changes to my payments details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to the Principal of Desborough College outlining the reasons and will be considered using the appeals procedure outlined in the school's complaint's policy.
- I have read and understood the behaviour and attendance standards expected of me and understand the support I receive under the Bursary Scheme is paid on condition of continuing to meet these standards.
- I understand the impact of receipt of the 16-19 Bursary Fund on other benefits, namely, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.
- I confirm I have read the '16 to 19 Bursary Fund Advice for young people' provided by the EFA. This can be accessed at: <https://www.gov.uk/guidance/advice-for-young-people-16-to-19-bursary-fund-guide>

Applicant/student Signature:

Date:

Print name:

Parent/Guardian Signature:

Date:

Print name: