



**Bennett Memorial Diocesan School - 16-19 Bursary Fund  
Application 2020-2021**

**Please read our 16-19 Bursary Policy before completing this form, available on our website.**

**Student Details**

Surname	
Forenames	
Tutor Group	
Address	
Postcode	
Date of Birth	
Telephone Home	
Mobile	
Email Address	

Do you live at home with parent/guardian? Please provide details below	
Contact 1	
Title	
Forename	
Surname	
Relationship	
Telephone Home	
Mobile	
Email Address	

Contact 2 - if appropriate	
Title	
Forename	
Surname	
Relationship	
Telephone Home	
Mobile	
Email Address	

**Level Required** - Please tick below as appropriate:

<b><u>1. Vulnerable Bursary High priority</u></b> <i>Identified vulnerable students eligible for £1200 bursary</i> Please provide all evidence as detailed in policy document	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support /Universal Credit	
I am in receipt of both Employment and Support Allowance and Disability Living or Personal Independence Payments all detailed in Universal Credit online account	

<b><u>2. Discretionary Bursary Medium Priority</u></b>	
I am in receipt of / eligible for Free School Meals <a href="https://www.cloudforedu.org.uk/ofsm/kent/">https://www.cloudforedu.org.uk/ofsm/kent/</a>	
My total annual household income is less than £16,190	
<b><u>3. Discretionary Bursary Low Priority:</u></b>	
My total annual household income is more than £16190 but less than £25,000	

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds.

Transport requirements	
Meals in school	

Books & Equipment	
Educational Trips	
Other, please specify	

**Household Income** (Required for Level Two and Level Three applications)

Please include copies of the required supporting documentation, with this form.

My total annual household income is:	£
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Please tick the **EVIDENCE DOCUMENTATION ATTACHED**

Receipt of benefit (please state)  <b>If Universal Credit please provide all details of your award from your online account for the last 3 months</b>	
P60 (tax year 2019/2020)	
Tax Credit Award (tax year 2019-2020) <b>All pages must be attached</b>	
Evidence of self-employment income (tax year 2019-2020)	

**Bank Account Details**

Bursary payments are made to a bank account in the sole name of the recipient, via Bacs, upon agreement of each expense. This must be the student's Bank Account not the parent

**Student Bank or Building Society details**

Full name of Account Holder <i>(This should be as it appears on your cash or debit card, or statement)</i>	
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.*

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Policy.
- I will attend regularly and complete the course 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 will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society 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 learning, and if I leave learning 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 the means to remain in learning 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 Mr J Sparke as outlined in the Bursary Policy.
- I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.
- I understand all information will used and retained in line with our Privacy Notice, available on our website.

**Signed (Student)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed (Parent)** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Finance office use only</b>			
Date Application Received		Supporting documentation provided, photocopied and returned	
Date Application Reviewed		Level of Bursary agreed	
<b><u>Confirmed by School</u></b>			
<b>Finance Signatory</b>			
<b>Director of Sixth Form</b>			

Completed application and supporting documentation should be sent to Mrs Leigh, in the HR Office at Bennett Memorial Diocesan School. **This MUST include evidence of total annual household income** including benefit information and a letter outlining special circumstances, if appropriate. Students are encouraged to apply for a Bursary as soon as possible after admission in September.