



**Bennett Memorial Diocesan School - 16-19 Bursary Fund
Application 2019-2020**

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

Student Details

Surname	
Forenames	
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:

1. Vulnerable Bursary High priority <i>Identified vulnerable students eligible for £1200 bursary</i>	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit in place of Income Support	
I am in receipt of both Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments	

2. Discretionary Bursary Medium Priority	
I am in receipt of / eligible for Free School Meals https://www.cloudforedu.org.uk/ofsm/kent/	
My total annual household income is less than £16190	
3. Discretionary Bursary Low Priority:	
My total annual household income is more than £16190 but less than £25000	

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 supporting documentation provided

Receipt of benefit (please state)	
P60 (tax year 2018-2019)	
Tax Credit Award (tax year 2018-2019)	
Evidence of self-employment income (tax year 2018-2019)	

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.

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** _____

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

Completed application and supporting documentation should be sent to Mrs Leigh, in the Finance Office at Bennett Memorial Diocesan School. This should include evidence of total annual household income and a letter outlining special circumstances, if appropriate

Students are encouraged to apply for a Bursary as soon as possible after admission in September.