



**Bennett Memorial Diocesan School - 16-19 Bursary Fund
Application 2018-2019**

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: | £ |
|--------------------------------------|---|

Please tick the supporting documentation provided

| | |
|---|--|
| Receipt of benefit (please state) | |
| P60 (tax year 2017-2018) | |
| Tax Credit Award (tax year 2017-2018) | |
| Evidence of self-employment income (tax year 2017-2018) | |

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.