

Ribston Hall High School

16-19 Bursary Application

The 16 – 19 Bursary Fund was set up by the Government to give some assistance to those students who need financial support throughout the academic year.

If you are living in care, a care leaver, receiving income support or are disabled in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance you will be eligible to receive a Bursary of up to £1,200 a year.

If you live in a household with low income you may be eligible for a discretionary bursary.

If you need any help in completing this form you should speak to your tutor.

You must provide photocopies of any declared benefits or income.

Section 1 – Personal Details

Name:	
Date of birth:	
Address:	
Post code:	
Tel:	
Email:	
Subjects:	
Tutor Group:	

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Section 2 - Personal Circumstances

(all applications will be treated in the strictest confidence)

		Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?			
Are you in receipt of income support and/or Universal Credit?			
Are you disabled and in receipt of Employment Support Allowance and also Disability Living Allowance			
Are you or have you been in receipt of free-school meals?			
Do you or your parents receive any of the following benefits?		Please tick	Amount per week
Income Support/JSA/ESA			
Universal Credit			
Child Tax Credit			
Working Tax Credit			
Other income based benefit (Please specify)			

If you live with or are financially dependent upon your parent(s) or guardians(s) and they are on low incomes please provide the following details

Name		
Address (if different from yours)		
Their annual earnings (including benefits) You must provide proof in the form of notification from Benefit's agencies, P60, Tax Credit Award Notice or evidence of self employed earnings)	Amount per week	

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Section 3 – Financial Assistance Required

Please provide details of what you need the bursary to fund.

Item	Details	Cost	Approved (yes/no)
Materials, books or Resources			
Educational visits			
Exam or registration fees			
Transport			
Others (please specify)			

Section 4 – Student Declaration

I certify that the information I have provided is correct and that I have attached supporting evidence. I understand that it is my responsibility to inform the school of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police and will result in my expulsion from school.

Signed:	Date:

Procedure

1. Application form to be completed by the student and submitted to 6th form Administrator.
2. Your application will be assessed.
3. You will then be informed of the decision: reasons will be given for rejection of an application in whole or in part.
4. You are entitled to appeal against any decision (See Bursary statement).
5. Some provision may be available for immediate emergency payments.
6. If a student who has received financial assistance leaves before the completion of their course they may be required to repay all or part of their grant.