



# Anthony Gell School

## Sixth Form Bursary Application Form

Once completed, this application should be passed to the Head of 6<sup>th</sup> form or reception who will let you know the outcome as soon as possible. All information on this form is confidential and will not be revealed to anyone else.

### Application for a Discretionary Bursary

I am a student who permanently lives in a household whose parents/guardians receive a total annual family income under £29,000 per year. Please note that discretionary awards may be 'in kind' e.g. laptop loan. Such items will be provided to named individuals, and may be required to be returned at the end of the course.

### SECTION 1 – Student Details (please print details and complete in black ink)

Name:	
Year:	Tutor Group:
Date of application:	Student Date of Birth

These are the adults with whom I live:

	Adult 1	Adult 2
Surname		
First Name		
Relationship to applicant		

Have you been a resident of the U.K for more than 3 years: YES / NO (delete as appropriate)

Details of support required e.g. Books, stationery, help with transport, overalls, temporary support with domestic emergencies, course field trips that you require assistance with etc

	£
	£
	£
	£
	£
	£

## SECTION 2 – Proof of Income/Benefit Submitted

**We need to have some proof of family income in order to assess your application.**

The form below is to be filled in by the parents/carers who are mainly responsible for the student making the application for a bursary and with whom the student normally lives.

This is a necessary requirement for the assessment of the student’s eligibility and the size of any discretionary bursary.

The tables below show the evidence you will need to bring with this application form.

Please complete **all** that apply to you and provide the evidence stated. *(Copies are acceptable)*

Type of Income	Evidence Required	Does your household receive Y/N	Annual Amount
<b>Annual Salary</b>	P60 for tax year ended in previous March, or last week in March payslip or month 12 payslip		
<b>Income Support / Universal Credit</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Incapacity Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Carer’s Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Working Tax Credit</b>	Working Tax Credit Award Notice dated within last year .Must be for full year and not partial awards (FULL AWARD NOTICE)		
<b>Child Tax Credit</b>	Working Tax Credit Award Notice dated within the last year. Must be for full year and not partial awards (FULL AWARD NOTICE)		
<b>Universal Credit</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid		
<b>Disability Living Allowance</b>	Entitlement / Award letter – dated within the last 3 months		
<b>Child Benefit Allowance</b>	Entitlement letter - dated within a year		
<b>Any Other income</b>	Relevant paperwork		
	<b>Total Household Income</b>		

**By signing the declaration you are confirming you have declared all your current household income.**

**SECTION 3 – Student Bank Account Details**

*Please note that this must be an account in the **name of the student.***

Bank Name (e.g NatWest)	<input type="text"/>
Branch Location (e.g. Chesterfield, Derby Road,	<input type="text"/>
Name of Account Holder	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll Number ( Building Society Account)	<input type="text"/>

**SECTION 4 – Further Information**

Please give any details below of any other circumstances that you would like us to know about to help with your application

**Privacy notice**

*The information that you provide on this form will be used to assess student eligibility for a 16-19 Bursary payment. Anonymous statistical information may be shared with other organisations such as the Department for Education or the young Peoples Learning Agency, but personal information will not be disclosed. Anthony Gell School is registered under the Data Protection Act 1998.*

**SECTION 5 – Declaration**

**Please read the declaration below carefully before signing:**

1. I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct in every respect. I/We undertake to supply any additional information that may be required to support this application. I/We understand that if I/we refuse to provide information relevant to this claim the application may not be accepted. I/We also undertake to tell the school of any change in circumstances in writing. I/We agree to repay the school in full and immediately any sums advanced if the information I/We have given is shown to be false or deliberately misleading.

2. I/We am/are aware that the funding covers only this school year and that I/We must re-apply next year; there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

<b>Signed (Student):</b>	<b>Date:</b>
<b>Signed (Parent 1 or Carer 1 named above):</b>	<b>Date:</b>
<b>Signed (Parent 2 or Carer 2 named above):</b>	<b>Date:</b>

<p><b><i>For School use only:</i></b></p> <p><i>Date Received:</i></p> <p><i>Type of Bursary: Vulnerable / Discretionary 1 / Discretionary 2</i></p> <p><i>Meeting Date:</i> <i>In attendance: JH / HWR / JB</i></p> <p><i>Authorised By:</i></p> <p><i>Amount of Award:</i></p> <p><i>Letter and acknowledgement sent:</i></p> <p><i>Additional Notes:</i></p>
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