

Wallingford School

16-19 Bursary Award Application Form 2023-2024

If you need any help filling in the form, please see **Mrs Hornsby or Ms Mummery**.

This form is to be filled in by the student applying for the bursary, accompanied by all supporting documentation.

Section 1 – Student Details (please complete in BLOCK CAPITALS and in black ink)

Student name:	Form:
Date of Birth:	Home Telephone No:
Email:	Mobile No:
Name of Parent/Guardian:	Address, if different from student:

Complete *either* Section 2 or Section 3

Section 2 – Vulnerable Bursary application (Maximum £1,200 per year).

Please tick the box that applies to you:

- ☐ I am living in care – Please provide evidence to support this
- ☐ I am a care leaver - Please provide evidence to support this
- ☐ I (student) am in receipt of Income Support or Universal Credit – See section 6
- ☐ I am in receipt of Employment Support Allowance and Disability Allowance or Personal Independence Allowance – See section 6

If you have completed this section, please complete **Section 5,6 & 8**

Section 3 – Discretionary Bursary

I (student) live permanently in a household whose parents/guardians receive one of the following:

(Please place a tick in the appropriate box)

Name of person/s receiving benefit	Income Support	Job Seekers Allowance	Employment Support Allowance	Universal Credit	Support under Part VI of the Immigration and Asylum Act
1.					
2.					

If you are not covered by one of the categories above, you must provide proof of family income.
(Please go to section 4)

Section 4 - Financial Assessment – Family Income

(To be completed by the person/s responsible for paying the household bills)

Name of person receiving income	Are you currently employed?	
1.	Yes/No	If yes, please submit a P60 or Working Tax Credit Award Certificate
2.	Yes/No	If yes, please submit a P60 or Working Tax Credit Award Certificate

Section 5 – Goods and Services- Please complete for all Bursary applications

Please give an indication of where the Bursary Fund will assist the student in the completion of their studies. **Wherever possible school will make purchases on your behalf. i.e Bus pass/school books etc.**

Goods/Services	✓	Please provide details	Estimated Cost £
School meals (Via school canteen)			
Transport (Please provide details of transport provider and cost per term)			
Books (Please state which subjects)			
Specialist Equipment (Please state for which subject)			
Specialist Materials (Please state for which subject)			
Contribution to music tuition			
University Open Days (Transport)			
Interview expenses (Transport)			
Cost of field study courses (Please state for which subject)			
Contribution towards trips and study courses (Please state for which subject)			
Cost/Contribution towards participation in sport/curricular activities			
Laptop (purchased through the school and on loan)			

Section 6 – Proof of Income/ Benefit

To support your application for either the Vulnerable Bursary or Discretionary Bursary, you must submit evidence to support your claim. Please tick the relevant boxes.

Type of Income	Evidence Required	✓
Annual Salary	P60 for tax year 2022/2023, or last week (52) in March 2023 payslip or month 12 March 2023 payslip or Working Tax Credit Award Notice marked 2023-24	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Universal Credit	3 most recent award statements	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other Benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked 2023-24. Must be for full year and not partial awards (Full Award Notice)	
Child Tax Credit	Working Tax Credit Award Notice marked 2023-2024-. Must be for full year and not partial awards (Full Award Notice)	
Grants or Bursaries	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance Personal Independence Payments	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	



Student is in receipt of FSM	Yes	No
Young Carer	Yes	No
Student lives with Service Personnel		
<ul style="list-style-type: none"> Either parent is currently serving with the Forces 	Yes	No
<ul style="list-style-type: none"> Either parent has served with the Armed Forces in the past three years 	Yes	No

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

[illegible]

Section 8 – Bank details/Declaration

Student's Bank Account Details

Name on Account: _____ (MUST BE STUDENTS ACCOUNT)

Sort Code: _____ Account Number: _____

Declaration

- I/We declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/We will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (eg: changes to household income, benefits etc).
- I/We understand the information supplied will not be shared with third party organisations, except for audit purposes.
- I/We understand that the following may result in loss of financial support from the Discretionary Bursary.
 - poor attendance
 - unauthorised absences
 - coursework not up to date and of a good standard
- I/We understand that awards made are subject to the school receiving sufficient funds from the government.
- I/We understand that if my application is successful a contract will be required specifying the terms and conditions of the grant
- I/We understand that an account of how the bursary has been used may be requested at any time.

Signatures

Student _____

Date _____

Print Name _____

Parent/Guardian _____

Date _____

Print Name _____

Please return this form and all relevant documentation to Ms Mummery, Director of 6th Form

FOR OFFICE USE:

Eligibility Checklist

Eligibility: All Bursaries

- ☐ Student meets the age criteria.
- ☐ Eligible education provision.
- ☐ Student meets the residency criteria for post-16 provision.
- ☐ Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- ☐ Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- ☐ Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- ☐ Appropriate evidence seen and copies retained to confirm student's eligibility.
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

Discretionary bursary

- ☐ Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- ☐ Evidence of income and overall eligibility obtained, and copies retained.
- ☐ Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- ☐ Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- ☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.