

Wallingford School

16-19 Bursary Award Application Form 2024-2025

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 2023/2024, or last week (52) in March 2024 payslip or month 12 March 2024 payslip or Working Tax Credit Award Notice marked 2024-25 | |
| 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 2024-25. Must be for full year and not partial awards (Full Award Notice) | |
| Child Tax Credit | Working Tax Credit Award Notice marked 2024-2025. 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 | |

Section 7 – Further Information

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

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

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.