

# Wallingford School

## 16-19 Bursary Award Application Form 2025-2026

### Applications to be made by 20 September 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:	Year/Form group :
Date of Birth: (dd/mm/yyyy)	Student mobile No:
Home address:	School email address:
Postcode :	
Name of Parent/Guardian:	Address, if different from student:
Are you a young carer? Yes/No	Are either of your parents currently serving in the Armed forces? Yes/No
<b>Student Bank Account details</b>	
Name on Account:	Name of Bank/Building Society:
Account number:	Sort Code:

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 & 7**

## Section 3 – Discretionary Bursary – Also complete section 4, 5,6 & 7

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	Universal Credit	Job Seekers Allowance	Employment Support Allowance	other	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 – Discretionary Bursary 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, ie. school books etc.**

Goods/Services	✓	Please provide details	Estimated Cost £
School meals (Via school canteen )		Was the student FSM in Year 11? YES/NO	
Transport – contribution towards (Please provide details of transport provider and cost per term)			
Books (Please state which subjects)			
Specialist Equipment/materials (Please state for which subject)			
Contribution towards music tuition (Student must be studying A Level Music)			
University Open Days (contribution towards transport)			
Interview expenses (contribution towards transport)			
Cost towards trips / field study courses (Please state for which subject)			
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 2024/2025, or last week (52) in March 2025 payslip or month 12 March 2025 payslip or Working Tax Credit Award Notice marked 2024-25	
Universal/Pension Credit	3 most recent award statements (Full statements required)	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment and Support Allowance (ESA)	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Grants or Bursaries	Relevant paperwork detailing entitlement and amount paid	
DLA/ Personal Independence Payments	Entitlement / Award letter – dated within the last 3 months	
Any other income/Benefit	Relevant paperwork	

## Section 7 – Further Information/Declaration

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

## 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 – Less than 95%
  - 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 6<sup>th</sup> Form**

For 6<sup>th</sup> form 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.