

16-19 Bursary Fund Application Form 2016/17

In September 2011 the Government introduced a Bursary Fund providing support to young people from less advantaged backgrounds, living in England, to meet the cost of participating in post 16 education and training.

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 £1,200 a year.

If you are eligible for free school meals or your household income is **less than** £22,000 you may be eligible for a bursary of up to £750.

The 16 – 19 Bursary Policy is available from the Finance Office and Pastoral Office or can be found on the “Parents/Policies” section of the school website.

If you need any help in completing this form you should contact the Pastoral Office. Sections 1, 2, 3 & 4 should be filled in by the student and sections 5 & 6 by parent(s)/guardian(s).

Section 1 – Personal Details (to be filled in by the student)

Name			
Date of birth			
Home Address			
Postcode			
Contact Number			
E-mail for payment advice			
Tutor Group			
Distance from home to school			
Method of transport to school			
Bus/Train Fare	Daily	Weekly	Monthly

Section 2 – Personal Circumstances (to be filled in by the student – note all applications are treated in the strictest confidence)

	Yes	No
Are you in Local Authority care, a care leaver, or living with foster parents?		
Are you (the student) in receipt of income support?		
Are you (the student) disabled and in receipt of Employment Support Allowance and also Disability Living Allowance?		
Have you (the student) been in receipt of free school meals in last 12 months?		

Section 3 – Student Bank Information (to be filled in by the student and the account **MUST** be in the student's name)

Name of Bank or Building Society	
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Branch	
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Sort Code						
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Account Number									
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Account Name	
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Roll Number (Building Society Accounts only)											
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Section 4 – Student Declaration

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform Birmingham Ormiston Academy of any changes to my personal circumstances or if my household income increases to above £22,000. Failure to do so may result in funds being reclaimed. Fraudulent claims may be reported to the police.

Signed	Date
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If you live with or are financially dependent upon your parent(s) or guardian(s) and they are on low incomes then they should complete the details below.

Section 5 – Household Income Details (to be filled in by the parent(s)/guardian(s))

Name			
Does the young person live with you at the address shown above?	Yes	No	

Do you receive any of the following?

	Yes	No
Income Support/Job Seekers Allowance/Employment & Support Allowance		
Child Tax Credit		
Working Tax Credit		
Pension Credit		
Other income based benefit (please specify)		
Unearned income over £300 e.g. Income from shares, rental income or investments?		

YOU MUST ATTACH EVIDENCE OF RELEVANT BENEFIT – e.g. ORIGINAL COPY OF THE MOST RECENT AWARD LETTER FROM BENEFIT AUTHORITY.

FOR WORKING TAX CREDIT OR CHILD TAX CREDIT YOU NEED TO SUPPLY 2016/17 WORKING TAX CREDIT AWARD NOTICE.

EVIDENCE OF SELF-EMPLOYED INCOME OF LESS THAN £22,000, SUBMIT SA302 OR ACCOUNTANT'S LETTER ON HEADED PAPER

UNEARNED INCOME: PLEASE SUPPLY DIVIDEND VOUCHERS, CERTIFICATES OF TRUST, RENTAL BOOK, BANK OR BUILDING SOCIETY STATEMENTS OR SIMILAR OFFICIAL DOCUMENTATION.

Do you work? Yes/No

Gross Salary	Adult 1	Adult 2 (if applicable)
	£	£

PLEASE ENCLOSE A COPY OF YOUR P60(s) FOR 2015/16

Section 6 – Parent(s)/Guardian(s) Declaration

I can confirm that the information given in this form is correct and complete to the best of my knowledge.

I understand to inform Birmingham Ormiston Academy if the household income increases to above £22,000.

I understand that the academy has the right to make an independent check of any evidence produced and that fraudulent claims may be reported to the police.

Signed	Date
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Procedure

1. Application form to be completed by the student and submitted to Reception by **30th September 2016**.
2. You will be informed of the decision week commencing 31st October 2016 including the reasons for rejection of an application in whole or in part.
3. You are entitled to appeal against any decision (see Bursary Policy).
4. 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.

For Office Use Only

Date	Decision	Letter Sent

Amount awarded

	£	Submitted to Finance (date)
Autumn Term		
Spring Term		
Summer Term		
Total		

Authorising Signature	
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