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**Elthorne Park High School 16-19 Bursary Fund Application 2023-2024**

To be able to apply you must be aged 16, 17 or 18 on 31st August 2023. Please submit the completed application form together with supporting documentation to **Mrs J Kashap, Sixth Form Administrator, in the Sixth Form Office, by Friday 29th September 2023.**

**Student Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forename** |  |
| **Address** |  |
| **Postcode** |  |
| **Date of Birth** |  |
| **Form Group** |  |

**Level Required** - Please tick which level of payment you are applying for:

|  |  |
| --- | --- |
| **Group A – Identified vulnerable students** | |
| I am a young person in care. |  |
| I am a young care leaver. |  |
| I am in receipt of Income Support or Universal Credit in my own right and am financially supporting myself and anyone who is dependent upon and living with me. |  |
| I am in receipt of Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right. |  |

|  |  |
| --- | --- |
| **Group B – Discretionary – Students eligible and registered with Local Authority to receive Free School Meals** | |
| Total household income is less than £19,380.00, as assessed by HMRC.  ***OR***  In receipt of Free School Meals. The school will carry out a check with the Local authority for confirmation of receipt of Free School Meals.  If a student’s attendance falls below 90% in a month, without a valid reason, they will not receive payments for that month. |  |

|  |  |
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| **Group C Three Discretionary Bursary - Identified students eligible for a discretionary bursary for specific educational purposes. This will not exceed £300.00** | |
| Learners facing financial hardship living in households with income below £30,000. Evidence of income for all adults living in the household who contribute to housel costs is required. |  |

**Groups B and C Discretionary Bursary**

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds.

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| --- | --- |
| Transport requirements |  |
| Courses |  |
| Books & Equipment |  |
| Educational Trips |  |

**Household Income (Required for Groups B and C applications)**

Please include the required **original** supporting documentation with this form showing total household income. All evidence will be photocopied and dealt with strictest confidence. (Please do not send any original documentation in the post. Students should bring this directly to Mrs Kashap in the Sixth Form Study Room who will photocopy and return ASAP).

|  |  |
| --- | --- |
| My total household income is: | £ |

Please tick the supporting documentation provided

|  |  |
| --- | --- |
| Receipt of benefits / Universal Credit (tax year 2022-2023) |  |
| P60 (tax year 2022-2023) |  |
| Tax Credit Award (tax year 2022-2023 |  |
| Evidence of self- employment income (tax year 2022-2023) |  |
| Universal Credit Monthly Award Notices for June, July and August 2023 |  |

**Residential Proof**

|  |  |
| --- | --- |
| British/EU Passport |  |
| British/EU Birth Certificate |  |
| Letter from Home Office |  |

**Bank Account Details**

All bursary payments are made to a bank account. Payments will only be made to the student’s own bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

**Student Bank or Building Society details**

|  |  |
| --- | --- |
| The full name of the account holder  *(This should be as it appears on your debit card or bank statement)* |  |
| Name of Bank/Building Society |  |
| Sort Code |  |
| Account Number |  |

Your account number may not be the same as the debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.

We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above-named student must comply with the terms of Elthorne Park High School Bursary Application and Payment Procedure, and that funds may be withheld if they fail to do so.

We understand that we must notify Mrs Kashap immediately if there are any changes in financial circumstances to ensure that funding is paid at the correct level.

Signed (Student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Parent) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation.

We will only retain your data for as long as necessary, after which time it will be securely destroyed.

**For 6th Form Use Only**

|  |  |
| --- | --- |
| Date Application Received |  |
| Supporting documentation received, copied and returned |  |
| Date Application Reviewed |  |
| Level of Bursary Awarded |  |