

16-19 Bursary Fund Application

Prior to completing this application form please read the policy and information re 16-19 Bursary Fund - financial support for students in 2024/2025

Proof of entitlement will be required to allow the processing of this form.

Part 1

Student Learner Details

Name:	
Date of Birth	
Address	
Post Code	
e-mail address	
Mobile Phone	

Do you receive any of the following benefits?

	Yes	No	Amount
Income Support or Universal credit			
Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit.			
Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.			
Please attach evidence of relevant benefit e.g. a photocopy of the most recent award letter from the benefit authority.			

Part 2

Parent/Carer Details (to be completed by parent or carer)

Name:	
Address	
Mobile Phone	
Household Income	

Do you (parent/carer) receive any of the following benefits?

	Yes	No	Amount
Income Support/Job Seekers Allowance/Employment & Support Allowance			
Universal Credit			
Child Tax Credit			
Working Tax Credit			
Pension Credit			
Other income based benefit (Please specify)			
Please attach evidence of relevant benefit e.g. a photocopy of the most recent award letter from the benefit authority.			

Part 3

Type of Financial Assistance requested	
Please list details of financial assistance you wish to apply for. If possible, documentary evidence of these costs must be provided to support your application. Examples are: Transport, books, course-related costs (including trips), equipment etc.	Cost(s) £

Information and Conditions
<ul style="list-style-type: none"> • If your application for a Bursary is successful, you will receive a letter detailing the amount of the award and payment terms. Payment will where possible be made direct to a supplier of 'in kind' services, for example, the purchase of stationery, school books, or school-to-transport companies. • or where not possible be made by cheque, payable to the student or by BACS to the student's bank account. • Books, reference materials and non-consumable equipment purchased by the school will be the property of the school and must be returned at the end of the course. • Support from the Discretionary Bursary is subject to funds being available at the time the application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed. • All awards made are subject to AKS Post-16 receiving sufficient funds from the Local Authority
Declaration
<p>Please read the declaration carefully before signing:</p> <ul style="list-style-type: none"> • 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 (for example if I am no longer eligible for the funding).

- I/we understand that if we give information that is incorrect or incomplete or fail to report any changes which might affect our entitlement to support, I/we may be asked to pay back the costs received.
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.
- I/we have read the Information and Conditions above and I/we understand that non-compliance with the conditions may result in loss of financial support

	Print name	Signature	Date
Student			
Parent/Carer			

All information received will be treated in the strictest confidence and stored securely.

Office use only	Date received	Print name	Signature

	Print name	Signed	Date
Form checked			
Approved by			
Letter sent to student to inform of decision			
If bursary awarded payment arrangement confirmed to finance			