



## Cheltenham Bournside School and Sixth Form Centre

### 16 – 19 Bursary Fund Application Form 2017/18

The 16–19 Bursary Fund has been set up by the Government to support disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education in the academic year 2017/18.

There are two types of bursary – the Vulnerable Bursary (see 1.1 below) and the Discretionary Bursary (see 1.2 below).

#### 1.1 Vulnerable Bursary

Students in one or more of the groups below need more support and can apply for a vulnerable bursary of up to £1,200. Institutions do not receive an allocation of funds for vulnerable bursaries. Funds can be drawn down from the Student Support Bursary Service using the relevant claim form. The eligible groups are students who are:

- in care
- care leavers
- getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- in receipt of Employment Support Allowance (ESA) or UC and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

The school can apply on your behalf through the Student Bursary Support Service

#### Discretionary Bursary

Cheltenham Bournside School and Sixth Form Centre can decide which students receive a discretionary bursary and how much they will receive, however the school will support students:

- who have particular transport needs that are not met by the local authority
- whose parents or carers claim benefits or income support
- who may need to overcome individual barriers to school participation

If you need any help in completing this form you should contact Mr Michael Stratford, Head of Sixth Form.

You will be required to submit photocopies of any declared benefits or income or transport costs as an attachment to the application and you must also provide the original copy of documents. The original document will be returned to you. The photocopy will be retained with your application. All applications will be treated with strict confidentiality.

## Section 1 – Personal Details

Name:	
Date of birth:	
Address:	
Post code:	
Tel:	
Email:	
Tutor Group:	
Courses being studied:	
Bursary Applied For	Vulnerable Bursary/Discretionary Bursary (please delete as applicable)

## Section 2 – Personal Circumstances (all applications are treated in the strictest confidence)

<b>Eligibility Category 1.1</b>	<b>Yes</b>
Are you in Local Authority Care, a care leaver	
Are you in receipt of income support or Universal Credit? <i>A letter setting out your income support benefit will need to be provided</i>	
Are you in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in your own right? <i>A statement of entitlement to both of these benefits will need to be provided</i>	

<b>Eligibility Category 1.2</b>	<b>Please tick</b>
<b>Do you or your parents receive any of the following benefits?</b>	
Income Support/JSA/ESA	
Child Tax Credit	
Working Tax Credit	
Other income based benefit (Please specify)	

If you are applying for a transport bursary, please describe your reasons below and attach relevant paperwork to indicate weekly transport costs PLUS attach evidence of parental benefits		
If you live with or are financially dependent upon your parent(s) or guardians(s) and they are on low incomes please give the following details		
Parental Name (s)		
Address(if different from yours)		

**Section 3 – 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 Cheltenham Bournside School and Sixth Form Centre of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.

Signed:	Date:

**Procedure**

1. Application form to be completed by the student and submitted to Mr M Stratford, via Student Services, with supporting documents (originals and photocopies) in an envelope marked FAO Mr M Stratford, Confidential.
2. Within 5 working days of the deadline for applications your application will be assessed.
3. You will then be informed by letter of the decision within 2 further working days: reasons will be given for a rejection of an application.
4. You are entitled to appeal against any decision (See Bursary policy).
5. 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 bursary. In order to facilitate continuity of support, by signing above you are agreeing to your details being shared with another provider should you transfer your studies to that provider (i.e. another school or college).

**For Office Use only**

Date	Action