



## SIR CHRISTOPHER HATTON ACADEMY

### 16-19 Bursary Fund – Application Form

#### How The Bursary System Works:

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

Bursaries for defined vulnerable groups of up to £1,200 a year

Discretionary bursaries which institutions award to meet individual needs.

Some bursaries will be paid in instalments, others will be paid by reimbursement at the discretion of the Academy (depending on the category and students individual need).

Items for reimbursement may include the following which are required to support a VI Form student with their studies:

- Stationary items
- Equipment
- Books
- Uniform
- Transport (for students who live more than 3 miles away)
- School Trips (Core curriculum only)

All students will be required to have a meeting with a member of the Vi form leadership team to determine the level of financial support needed. Please note that the 16-19 bursary is intended to support students with the cost of education only and not to supplement other activities and as such the bursary will be allocated on an individual basis.

**Please note that it is the discretion of the VI Form SLT to award funds required.**

**Any students requiring specific support are encouraged to meet with the VI Form leader.**

Please complete each section listed below

**Section 1 - Details of applicant**

**Section 2 – Eligibility Priority**

**Section 3 – Supporting Statement**

**Section 4 – Bank Details**

**Section 5 – Declaration by Applicant**

#### Section 1 – Details of Applicant:

Full Name:	
Home Address:	
Postcode:	
Home Tel:	
Mobile Tel:	
Email Address:	



# Shape Your Future

## Section 2 – Eligibility Priority:

This section will ask you to indicate under which of the four agreed categories you wish your application to be considered against. You will also find information about what evidence you will be required to supply to support your application.

Please indicate with a cross in the box next to the description of the category under which you wish your application to be considered against, and confirm that you have provided the evidence required.

**(Please cross one priority ONLY)**

### Category 1:

☐

I wish my application to be considered under Priority One;

- Young people in care
- Young care leavers
- Young people in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.

**In support of my application I enclose either:**

- A) Written confirmation of my current or previous, looked-after status from the Local Authority who looked after me, or who provided my leaving care services: or
- B) A letter confirming that I am in receipt of Income Support, Universal Credit or Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments.

### Category 2:

☐

I wish my application to be considered under Priority Two;

- Young people who are claiming, or are eligible to receive Free School Meals

To be eligible under this priority someone in your household must be in receipt of the following benefits:

**Income Support, Income based Job Seeker's Allowance, Income related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, The guaranteed element of Pension Credit, Child tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)**



# Shape Your Future

## Category 3:

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I wish for my application to be considered under Priority Three;

- Young people whose household income is below £20,817 per annum

In support of my application I enclose the following information:

**A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £20,817; or evidence of self-employment income of less than £20,817 (SA302 or certified accounts only) for your last accounting period.**

## Category 4:

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I wish for my application to be considered under Priority Four;

- Young people who have been affected by a sudden, exceptional change in financial circumstances.

In support of my application I enclose a detailed statement in support of my application.

## Section 3 – Supporting Statement:

Please indicate here information on any further support required for bursary re-imbursement.



# Shape Your Future

## Section 4 – Bank/Building Society Details of the student

In order for us to pay into bank accounts, please provide the students bank details.

**Account Holders Name:** .....

**Bank/Building Society:** .....

**Account Number:**

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**Roll Number if applicable:** .....

**Sort Code:**

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## Section 5 – Declaration by Applicant:

I confirm that I have read the 16-19 Bursary application form before submitting this application.

I confirm that the information that I have provided on this application is correct to the best of my knowledge, and that I understand that I must notify Sir Christopher Hatton Academy of any change of financial circumstances which may affect my entitlement to a bursary payment.

I understand that payment is conditional on good attendance, good behaviour, good progress against my target grades and that I uphold the VI Form ethos at all times.

I understand that my information is being held by Sir Christopher Hatton Academy in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention of fraud in connection with this claim. Bank/Building Society details are needed in order to make Bursary Fund payments, these are stored in a securable, lockable place and will be held for four years and then removed and securely disposed of.

Signed: .....

Date: .....

## OFFICE USE ONLY

Category 1 ☐

Category 2 ☐

Category 3 ☐

Category 4 ☐

FSM checked ☐

Date received .....

Approved ☐

Declined ☐

Letter sent home ☐

Date .....

Signed .....

VI Form SLT check

Signed .....

Business Manager check

Signed .....

Finance Department check

Signed .....