

16 -19 BURSARY

APPLICATION FORM 2023/2024

(Forms to be returned by Friday 6 October 2023)



The John of Gaunt School
A Community Academy

All applications are means tested. Household incomes of £25,000 and above are not eligible. Documentary proof of all household income is required. *Proof of Financial assets/savings will be required if there is no evidence of benefits or income.*

1. Student Details

Title First Name Surname

Address

.....

Mobile.....

Date of Birth /...../.....Age on 31 Aug 2023Yr Group on 1st Sep 2023.....

Tutor Group for 2023/24 academic year

A Level/ Vocational Subjects Studied:

1..... 2..... 3..... 4.....

Residency Have you lived in the UK for the past 3 years? **YES/NO**
If NO, please provide details of your immigration status

Disability Do you have a disability and receive both DLA & ESA **YES/NO**

Free school meals Are you or any of your siblings in receipt of Free School Meals? **YES/NO**

Who do you live with? (Please circle as applicable) 1 parent / 2 parents / partner or spouse / alone/ live as a shared arrangement between both parents at different times of the week.

Please tick the items you would need to use the bursary for, if your application is successful, and give an indication of costs involved. We will assess each student by their needs and income. If you need any guidance on this, please speak to someone in the sixth form office. *Please note support will be based on Department of Education funding levels and guidance and may not cover everything requested below.*

Visits/trips _____

Books _____

Stationery _____

Materials _____

Your Bank or Building Society Account details:

In most cases the school will make purchases on your behalf; however when applicable the Education Funding agency expects any bursary payment to be paid directly to the student. You will need to have your own bank account to receive Bursary payments.

Full name of account holder (As it appears on your bank card)	
Name of bank/Building society	
Sort code:	
Account Number:	

Please ask your Parent/Guardian to complete these details:

Parent/Guardian's name:

.....

Are you married/living with a partner? YES/NO

Do you have any other children living at home who are financially dependent on you?

YES/NO If yes how many children other than the student applying?

Children's ages (do not include the student applying for the bursary):

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Do you have sole parental responsibility?

2. Household Income - In order to assess your application, we need **proof of the household income. If you answered yes to being in receipt of Free school Meals above, you do not need to fill out this section.** If your household income has dropped recently, please provide additional supporting proof.

What proof to provide: Please provide photocopies, originals CANNOT be returned to you. EACH adult needs to provide proof and details of their income, where applicable, we require copies of:

- P60 or P45
- Last 3 months or 6 weeks of wage slips (photocopies only)
- Self-assessment form/copy of annual accounts
- Working tax credit statement – in full
- A letter from the Benefits Office confirming you are in receipt of a means tested benefit. This letter must be dated within 6 months of the day you enrol.

Annual income for the tax year April 2022 - 2023.	Combined Household income	Details/breakdown of figures	
	Per Year	Adult 1	Adult 2
Earned wages from a job before tax deducted (Please provide P60)	£		
Maintenance support grant from ex partner	£		
Other income (please give clear details e.g. Educational grant, student loan, rental income, pension etc)			
1.	£		
2.	£		
3.	£		
Benefits received			
Working Tax Credit	£		
Universal Tax Credit **	£		
Child Tax credit	£		
Child benefit	£		
Housing Benefit	£		
Council Tax Benefit	£		
Income Support	£		
Income Based Jobseekers Allowance	£		
Income Based Employment & Support Allowance	£		
Pension Credit (Guaranteed Credit)	£		
Any other benefits please name:	£		

**If you have savings of £16,000 or more you will not be eligible for Bursary

Any forms without proof will be returned to you and will not be considered.

Use this space to give us any additional information about your current situation that will be useful to support your application:

3. Declaration

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent and will be destroyed according to accounting rules after 7 years.

Declaration

I agree that payment of the 16-19 Bursary is dependent upon me (student) meeting the following conditions:

- My attendance should not fall below **96%**.
- I should attend all required registrations.
- I must ensure that I am punctual to all lessons and registration.
- I will get permission in advance if I need to take time off (all absences must be authorised).
- I must abide by the Sixth Form Behaviour Policy.
- I must abide by the Sixth Form Learning Agreement.
- I must abide by the Sixth Form Code of Conduct.
- I understand that failure to do so may result in the award being withdrawn.
- I understand that if I leave before I complete my course I may be required to repay all or part of my award and return any books and equipment.
- I agree to inform the Head of Sixth Form if my household financial circumstances change.
- I understand at the end of the two-year course, I will return any books and equipment purchased through the award, if requested by the school.

Student signature.....Date

Parent/Guardian/Social Worker signature..... Date

Have you attached proof of income?

(Not required if in receipt of Free School Meals)

4. What happens next?

Return your completed form with full proof of income to the address below. We will write to you when your application has been assessed and let you know if you have been successful and at this point, we will give details of how we can help with your costs. Please be aware that we cannot guarantee financial support from the bursary fund until the awarding panel have met. We will endeavour to make sure that this information is available to you as soon as possible. In the meantime, any students applying for support who need to make purchases that might fall within the Bursary Funds allowance should speak to Mrs Gray in the Finance Office. Please ensure that all receipts are retained to ensure that you can be reimbursed.

In order that we can provide help with books and trips asap Please return your completed form by **Friday 6 October 2023** to:

Finance Office
16-19 Bursary Fund
The John of Gaunt School
Wingfield Road
Trowbridge
BA14 9EH

If it is not possible to obtain all the necessary documents by this date, please contact the finance office at the school on finance@jogschool.org