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Headteacher:  
Mrs I Bryce  
BA (Hons) NPQH



## **16 – 19 Guaranteed Bursary Fund/ Discretionary Awards 2016/17**

### **Application Form**

#### **Application Process:**

Eligibility will be determined via a formal application process. You must ensure that all questions on the application form are answered clearly and attach relevant supporting documents.

Please return your completed form and supporting evidence to Mrs Sue Briggs, Sixth Form Administrator, by **Friday, 23<sup>rd</sup> September 2016**. An ORIGINAL copy of the relevant document(s) is required, we will take a copy and securely file it, the original will be returned to you.

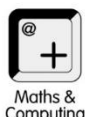
**saltash.net community school** will then process the information within 7 working days and will advise you, in writing, of the outcome.

All eligible payments will be subject to compliance with the Sixth Form Code of Conduct, Attendance Policy and adherence to subject work deadlines. Payments will be back-dated to the start of the courses the student has enrolled upon.

All bursary payments will be made directly into the student's personal nominated account, and will be subject to the conditions laid down by the school.

In Year applications will be considered and applications can be made with Mrs Sue Briggs, subject to funds being available.

Please ensure you have read and understood the Sixth Form Learning Contract, Code of Conduct, Attendance Policy and are familiar with subject work deadlines before completing this form.



**SALTASH.NET COMMUNITY SCHOOL****16 – 19 Guaranteed Bursary Fund/ Discretionary Awards  
Application Form 2016/17**

Please complete all information in BLOCK capitals:

<b>Personal Details:</b>			
Surname:		Forename:	
Date of Birth:	Age at 31/8/2016:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Home Address:			
Home Telephone Number:			
Student Mobile Number:		Student Email:	
Parent Mobile Number:		Parent Email:	

<b>Course Details:</b>	
Subjects being studied:	Tutor Group:

<b>Please provide the student's banking details, where funds will be sent by BACS transfer:</b>	
Account Holder's Name	
Bank Name:	
Sort Code:	
Account Number:	

**School Use Only:**

Date Received:	Awarded: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Tutor Group:	Guaranteed:		Discretionary:			
Payment:						
Evidence Seen:	Q1-4		Q5-6		Q7	
	Q8				Bank	

**GUARANTEED BURSARY AWARDS (£1,200)****Please answer Questions 1-4**

Are You:-	Yes	No
<b>1.</b> In care?		
<b>2.</b> A care leaver?		
<b>3.</b> A young person in receipt of Income Support?		
<b>4.</b> A disabled young person in receipt of Employment and Support Allowance and Disability Living Allowance?		

***If you have answered YES to any of the 4 questions, you do not need to complete any more of this form.***

***If you answered YES to question 3 or 4 please attach evidence of this with your application form.***

**DISCRETIONARY AWARDS**

<b>Financial Circumstances:</b>		Yes	No
<b>5.</b> Did you receive a Bursary Award in 2015-16?			

<b>6.</b> Do you live with at least one of your parents/guardians?	Both Parents	Mother	Father	Other:
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**To be completed by parent(s)/carer(s) with whom you are living.**

**7. What is your current total household income?**

£

Please supply evidence of your household income by way of:-  
 (a) P60, or  
 (b) Self Employed Income Notification.

**YOUR APPLICATION WILL ONLY BE PROCESSED WHEN ALL EVIDENCE OF INCOME IS RECEIVED**

As parent/carer, are you in receipt of any of the following?:  <b>8.</b> Except in the case of Free School Meals, please provide a complete and <u>up to date</u> statement of entitlement to one or more of the means tested benefits below. The statement(s) should clearly confirm your stated annual <b>household</b> income.	<b>YES</b>	<b>NO</b>
FREE SCHOOL MEALS		
JOB SEEKERS ALLOWANCE		
EMPLOYMENT & SUPPORT ALLOWANCE		
INCOME SUPPORT		
CHILD TAX CREDITS (Current Award)		
HOUSING BENEFIT		
PENSION CREDIT (GUARANTEED CREDIT)		
WORKING TAX CREDIT (Current Award)		
NHS TAX CREDIT EXEMPTION CERTIFICATE		
<p><b>To be completed by students who live independently.</b></p> <p>What is your current annual household income?      £ <input data-bbox="892 931 1198 994" type="text"/></p>		

Please state why you are applying for the bursary award and how you will use it. Give as much detail as possible.

I/we understand that the guaranteed bursary/discretionary award will be provided subject to compliance with the Sixth Form Code of Conduct, Attendance Policy and subject work deadlines.

I/we understand that money may be claimed back if I/we knowingly gave information which is discovered to be false.

**Please hand this form to the Sixth Form office along with any relevant evidence for processing by the 23<sup>rd</sup> September 2016.**

Student Signature:

Parent Signature:

Date:

### **Data Protection and Confidentiality**

All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of the application, may be held and maintained in accordance with Data Protection Legislation.

The data will not be passed to any other third party without your consent, except when the school is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Business Manager, Mrs J Lumbard.

**Further information can be obtained from the following website:**

**[www.direct.gov.uk/16-19bursary](http://www.direct.gov.uk/16-19bursary)**