



# **16-19 Bursary Fund Application Form**

**Academic Year 2023-2024**

**Student Name** \_\_\_\_\_

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Applicants are free to use whatever source of evidence they feel is most appropriate (e.g. P60, recent payslip, free school meal eligibility, statement for Universal Credit).

- Please complete all of the questions to the best of your ability.
- Please provide evidence as required.
- We are unfortunately unable to accept incomplete forms (this includes forms with missing supporting evidence).
- Should you require any assistance please contact your tutor or the sixth form PSO.
- This form should be returned to the sixth form centre office.

<b>SECTION 1</b> <b>STUDENT PERSONAL DETAILS</b>					
Surname.....	Forename(s).....				
Address.....	Telephone No (Home).....		Telephone No (Mobile).....		
(Town).....	Date of Birth.....				
(County).....					
(Postcode).....					
<b>Have you lived in the UK/EU for the last three years?</b>		Yes / No (circle as appropriate)			
<b>Are you eligible for Free School Meals?</b>		Yes / No (circle as appropriate)			
<b>Do you travel to school from outside of the catchment area?</b>		<15 Miles		15+ Miles	
<b>What are your living arrangements?</b>					
<b>Please tick as appropriate</b>	I am living alone or in shared accommodation				
	I am living with both parents/guardians				
	I am living with a single parent				
	I am living with a parent/guardian and parent/guardian's partner				
	I am a single parent				
	I am in care or leaving care				
	I am a carer				
	I am married or living with a partner				



**SECTION 2**

Financial Circumstances (To be completed by parent/guardian/carer or student if living independently)

I/my household income is:	£	
Applicants are free to use whatever source of evidence they feel is most appropriate (e.g. P60, recent payslip, free school meal eligibility, statement for universal credit).	<b>HOUSEHOLD INCOME IS THE COMBINED INCOME OF ADULTS LIVING WITH THE APPLICANT WHO HAVE A CARING OR PARENTAL RESPONSIBILITY FOR THE APPLICANT</b>	
<p><b>I/my household is in receipt of:</b>  <i>Please tick as appropriate and include evidence to support your application</i></p>		
<p><b>Proof of eligibility for benefits will be required.</b></p> <p><b>Please attach appropriate evidence.</b></p>	Income Support	
	Universal Credit	
	Disability Living Allowance	
	Letter from Department Working Pensions	
	Council Tax Benefit	
	Housing Benefit	
	Guaranteed Element of Pension Credit	
	In receipt of other benefit, please specify:	
	Not in receipt of any of the above	
<p>Manor School collects and uses student information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect 25 May 2018 including Article 6 'lawfulness of processing' and Article 9 'processing of special categories of personal data'.</p>		



**SECTION 3**

Reason for the application

Details of financial assistance required

Please do not leave this section blank

Cost (£ )



**SECTION 4**

**Declaration – This is a legal document and is subject to the law of England and Wales.**

I confirm that details contained in this application are accurate and I am aware that if the applicant chooses to discontinue his/her studies during the period for which the assistance was given the applicant may be required to repay any support.

Signed \_\_\_\_\_ (Student) Date \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Guardian/Carer) Date \_\_\_\_\_

**Please return this completed application in an envelope marked 'Private & Confidential' to the sixth form centre office.**

**For office use only:**

<b>ATTENDANCE</b>	
<b>ATTAINMENT</b>	
<b>BEHAVIOUR</b>	
<b>AMOUNT</b>	
<b>EVIDENCE SEEN</b>	
<b>AUTHORISED</b>	
<b>PASSED FOR PAYMENT</b>	
<b>DATE</b>	