

Queen Elizabeth's School Sixth Form 16-19 Bursary Application Form for 2023-2024

If you wish to be considered for a Bursary, please complete this form and return it to the **Sixth Form office** at Queen Elizabeth's School by **SEPTEMBER 29th 2023**. Mark the envelope clearly with "16-19 Bursary". Alternatively, email the form to: **aburton@queenelizabeths.com**

SECTION 1: Learner's Details				
Surname		Forename(s)		
Date of Birth		Age at 31/08/23		
Address				
Post Code				
E-mail:				
We will contact you using your school email address unless you would prefer to be contacted by post to the address above or another email address. If this is the case, please provide a current email address (and let us know if this changes).				
School email/ Post/ Other email (please circle preferred choice)				
Have you been resident in the UK or EU for the whole of the three-year period preceding your course?				
YES NO				
Residential Status (if 'other' please supply further details)				
British Citizen	EU /EEA Citizen	Asylum Seeker	Refugee	Other

SECTION 2: School Registration Details at Queen Elizabeth's School	
Year Group:	Tutor Group:
Which course(s) are you taking?	

SECTION 3a: Learner Status – Do you...?	
Live in Local Authority Care	Receive Income Support or the equivalent Universal Credit (UC) (in your own right)
Live independently having left Local Authority Care	Receive 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)
Please provide written evidence of circumstances to support your application	
If you have ticked any of the 4 boxes above, go to SECTION 6 .	

SECTION 3b: Learner Status – Do you...?	
Live with Parents who have responsibility for you	Live with Carers/Guardians who have responsibility for you
Live independently	Consider yourself to be a carer (care for a family member)
Live with a partner	Have dependent children
Now go to SECTION 3c .	

SECTION 3c: Learner Status		
I am applying to the fund and live independently or with a partner		If you have ticked this box you should complete SECTION 4 (if applicable).
I live with parents/carers/guardians (complete details below)		Ask parents/carers to complete SECTION 4 (if applicable).
	Adult 1	Adult 2
Title (Mr/Mrs/Ms etc.)		
Surname		
Forename(s)		
Relationship to applicant		
Do you receive Free School Meals? YES - If YES, go to SECTION 5 . NO - If NO, go to SECTION 4 .		If you ticked "No" we advise you to apply for Free School Meals. You apply to Dorset CC regardless of the county you live in. Go to www.dorsetforyou.com/369746 to fill in a short application form. Receipt of FSM allows you automatic entitlement to a bursary.

SECTION 4: Assessment of your Household Income

Note: To be entitled to receive a discretionary payment, you must be earning less than £32,000

Type of Income	Evidence required
Working/Child Tax Credit or Universal Credit	Page 1-4 of your most recent Tax Credit Award Notice or Universal Credit award notice
Earned Income	Most recent P60 or last 3 consecutive pay slips
Self Employed Income	Most recent audited accounts or SA302 form
Income Support amount	Income Support Award letter which is less than 6 months old confirming
Jobseeker's Allowance confirming amount	Jobseeker's Allowance Award letter which is less than 6 months old
Employment Support confirming amount	Employment support Award letter which is less than 6 months old
Disability Living Allowance/Personal confirming amount	Disability Living Allowance Award letter which is less than 6 months old
Independence Payment	
Pension Income	Please provide evidence dated within the last 6 months of amount
Other	Please provide evidence dated within the last 6 months of amount
PLEASE NOTE: Legible photocopies of all documents are required. They will be kept for audit purposes and cannot be returned. Please do not send originals.	
Was your gross annual household income in the last tax year (including tax credits) below £32,000 <div>YES NO</div>	Gross Annual Household Income (including benefits): £ _____
Please give the number of dependent children in full-time education in the household (including the student applying for the bursary):	

SECTION 5a: If applying for a discretionary payment**Transport assistance**

Documentary evidence (invoice/receipt etc.) of these costs must be provided unless the cost is a charge made by the school. Estimates are acceptable in the first instance.	Cost	Termly or one-off payment?
Transport costs associated with travel to/from school Please supply details of transport used (e.g. school bus) Whilst I can pay the bus company directly for a bus pass, or alternatively reimburse the student, it is the students' responsibility to secure a place for a particular bus route. We are not able to organize this for them.	£	Termly

SECTION 5b: If applying for a discretionary payment continued**Please list and document the types of resources needed, with individual costs in the space provided**

Books, materials, clothing (such as PE kit/lab coat) and equipment needed for a particular course. (Please note that bursary funds are limited and as such we may be unable to fund larger items such as cameras and laptops. It may be possible for departments to loan equipment to students). Please supply details:	£	One-off
The cost of educational visits related to courses. University visits Please supply details:	£	One-off
The cost of electronic devices such as calculators, chrome books etc. We can't guarantee payment for large pieces of equipment. Please supply details:	£	One-off
Other costs . Please supply details:	£	One-off
TOTAL	£	

SECTION 6: Information and Conditions

- Students who qualify for a bursary under **Section 3a** will receive a £1200 award paid directly **to the student** in termly or half-termly installments.

All other awards made to students will be from the **Discretionary Bursary** fund.

- If your application for a **Discretionary Bursary** is successful (and the funds are available) awards can be made to help with equipment, school trips or transport costs. Bursary payments for transport and equipment cannot be made without a receipt or invoice. Additional applications throughout the year can be made if the course insists on specific equipment or trips being purchased.
- Payments given to the students will only be made with the following conditions:
 - Have achieved no unauthorised absences in the school year
 - General attendance to be at the discretion of the office manager
 - Have not been the subject of any exclusion.
- Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.
- All awards made are subject to the school receiving sufficient funds from the government.
- The amount awarded will depend on the number of applications received and funds available.
- The school reserves the right to amend/update the application form/policy & procedures during the academic year.
- The bursary award is made available to students each academic year. For this reason, students continuing into Year 13 from Year 12 would need to reapply for the award at the start of the next academic year and any continuation in support would be subject to government funding.

SECTION 7: Declaration

I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.

I/we have included legible copies of supporting documentation. *Please ensure all evidence is provided to allow your application to be processed.*

I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave school or am no longer eligible for the funding).

I/we understand that this information will not be shared with third party organisations, except for audit purposes.

I/we understand that non-attendance and non-compliance with the school's code of conduct may result in loss of financial support.

I/we have read the Information and Conditions in Section 6.

I (the learner) have completed the bank details section below.

*By default **payments will be made by bank transfer directly to the student.** Advice on how to open a bank account is available from the finance office at Queen Elizabeth's School.*

SECTION 8: Signature

Note: If returning this form via email, please type your name and date. Printed forms should be signed.

Signed

Date

Learner

Adult 1

Office use only

Date received:

Signature:

All necessary evidence received? Yes: ☐ No: ☐

Signature:

VYP Bursary: ☐ Discretionary Bursary: ☐ Nominal support: ☐ X: ☐

Date:

* - **BANK DETAILS - This should be the student's own bank account.** It is important that this is the learner's bank details and not the bank details of the parent as the payment will be going directly to the learner.

All Payments are made by BACS transfer

Student Name

Name on Bank Card

Bank Name

Sort Code

Account Number

Signed **Date**