

Application for Financial Assistance

16-19 Bursary

- A student must be aged 16 or over but under 19 at 31 August 2020 to be eligible for help from the bursary fund in the 2020 to 2021 academic year.
- Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme, they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

Introduction

To ensure your application is successful please ensure this document is completed in full.
Your circumstances will relate to either Section A, B or C

Provide all the evidence being asked of you

If you require resources attach copies of the checkout page: e.g Amazon, reference book press checkout, print or screenshot the page attach to your application

Copies of your parent's payslips or other evidence

Bank Account details so we can pay you!

Index

Contents	Page Number
Part A – For students who are or have been in care	4
Part B – Discretionary Bursary – Families on low income and eligible for FSM	5 – 6
Part C – COVID provision, exceptional circumstances	7
Part D – Students completing either Part B or C will also need to complete Part D	8 – 9
Part E Data Protection and Terms – All Students	10
Part F – All Students	11
Office USE only	12

Part A

Eligibility criteria: bursaries for young people in defined vulnerable groups

The defined vulnerable groups are students who are:

- in care
- care leavers - a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on study programme that lasts for 30 weeks or more if they need that amount of support. Students on study programmes of less than 30 weeks should be paid a pro-rata amount.

I am in care/classed as looked after by the Local Authority	Yes	No
I have been in care and now classed as a "Care Leaver"	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am a lone parent on income support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I no longer live with my parent/s and receive income support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am a disabled young person in receipt of ESA and I also receive Disability Living Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have submitted an application for income support but have not yet heard	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please Provide your bank details as any payments will be paid directly into your bank

Your Name	
Bank Details (e.g. Barclays)	
Account Number	
Sort Code	

If you have not ticked any of the above you may be eligible for the discretionary bursary please move to Part B otherwise please move to Part D

Part B

Eligibility criteria: discretionary bursaries

Discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for in order to participate.

With your application you will need to provide proof of:

- Income Support
- Job Seekers Allowance (JSA)
- Housing or Council Tax Benefit
- Working Tax Credit
- Pension Guarantee Credit
- NHS Tax Credit exemption card
- Employment and Support Allowance
- Earnings
- Partner's earnings
- Benefits
- Unearned income
- Interest from savings and grants/scholarships from other sources Support under part VI of the immigration and Asylum act 1999

Discretionary bursary applicants only.

Our Household income is less than £16,000 and I qualified for free school meals in the last school year

Our household income is less than £16,000, but I did not claim free school meals last year

Our household income is less than £20,000 per year.

If you ticked one of the boxes above you will be eligible to apply for the discretionary bursary – however funds paid out will depend on the number of applications made. You will need to provide recent evidence of your eligibility.

Applications can be delayed if evidence of household income/ financial circumstances are not provided.

Please ensure that relevant paperwork supporting your application is attached. Evidence must be dated within the last 3 months.

If you were eligible for free school meals in 2019 to 2020 you do not need to provide further evidence.

You will need to provide evidence of the income of the household where you mainly live. If you live with both parents you will need to provide evidence for both. If you live with one parent who has a partner living in the household evidence from both parent and partner will need to be provided. If you live with a single parent who is the sole adult in your household (other than older brothers and sisters) you only need provide evidence for this parent.

Please tick which box applies to you:

- I live with both parents.
- I live with one parent and their partner
- I live in a single parent household

The following will count as relevant evidence of income. You only need to provide **one** sort of evidence for each relevant parent. Please tick the relevant box relating to the evidence you will provide. This evidence must be recent (last three months).

- | | | | |
|------------------------------|--------------------------|-----------------|--------------------------|
| Jobseekers Allowance | <input type="checkbox"/> | Income Support | <input type="checkbox"/> |
| Council Tax Benefit | <input type="checkbox"/> | Housing Benefit | <input type="checkbox"/> |
| Employment Support Allowance | <input type="checkbox"/> | Pension Credit | <input type="checkbox"/> |
| The most recent pay slip | <input type="checkbox"/> | | |

Please move to Part D

PART C

We appreciate COVID circumstances have been extremely difficult for households, if you feel you have a unique situation and need support please complete a personal statement explaining your circumstance and the support you are looking for. Each case will be considered as an individual circumstance and will be depending on funding available.

Please use this space to outline your circumstances.

Part D

Discretionary Bursary Applicants only:

What do you require financial assistance for (please tick all that are relevant)?

Course related equipment - Specific to your course	Cost
Course related books – Specific to your course	Cost
Exam Fees – Extraordinary circumstances	Cost
Transport Costs – Contribution if you live over 2 miles from KSCS	Cost
Meals whilst at school or college (Meals will be provided via the canteen)	Cost
Uniform (Course related)	Cost
Temporary/Emergency help with travel	Cost
Educational Visits – Maximum Contribution of £50	Cost
Other – (An interview may be required to discuss further)	Cost
Total Cost of Claim	£

Please Provide your bank details as any payments will be paid directly into your bank

Your Name	
Bank Details (e.g. Barclays)	
Account Number	
Sort Code	

Part E

DATA PROTECTION and DECLARATION

Further details are available in the Ken Stimpson Community School Data Protection Policy. I give my consent to Ken Stimpson Community School recording and processing the information recorded on this form. The information on this form is required by Ken Stimpson Community School to assess your eligibility for financial support with your studies at Ken Stimpson Community School. The information will be processed solely for that purpose. It will be treated as confidential but may be passed to government funding agencies. Your application will be retained for six years.

All application will be considered the day after the closing date for applications. You will be notified within 14 days of this date

Any equipment purchased for you to use whilst studying at Ken Stimpson Community School will belong to the school. Such items will be "loaned" to you and on completion of the course should be returned.

Your attendance will be monitored and if you withdraw from the course you will be expected to return or reimburse the school for any equipment/kit/books we have helped to pay for.

If you are eligible for the £1,200 guaranteed bursaries you might receive some or all of this as cash. Cash payments will be made into your personal bank account. Further details will be discussed with you on verification of eligibility. You are expected to have full attendance to all lessons, tutor times etc. failure to do this without good cause will result in the funding being withdrawn.

We are committed to removing any financial barriers to education. If you have any problems in completing the application or would like help in completing the application please see Mr Abbott, Miss Kingston or Mrs Martin (in Finance)

Appeals: If you disagree with the decision made on your application, you may appeal. Please contact Ms Roz Mercuri who will review the decision again with the Principal, and any new information or change in circumstances.

PART F

All students must sign the declaration and contract agreement:

I declare in signing the declaration you are agreeing to all of the conditions and eligibility criteria of the scheme and by doing so giving false or incomplete information which results in an overpayment will mean that we will stop any future payments and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of you or your family facing prosecution for providing false information.

I declare that the information on this application form is correct and all relevant evidence is attached.

Student Signature

Date

Parent/Carer Signature

Date

Office use only:

Details	Action	Reviewer
Application Received on		
Application processed and approved on		
Application declined	Reasons why:	
Applicant informed by email, letter etc on		

