



To be eligible for the Discretionary Bursary you MUST be aged 16-19 on 1st September (at the beginning of the current academic year) and be enrolled on a funded full-time course of study at Kesgrave High School Sixth Form. A copy of the Bursary Policy is available on the Kesgrave Sixth Form section of the website.

Please complete ALL sections of this form using **CAPITAL** letters. If you do not provide the information requested, your application will be returned and this will delay the process.

Please note: We cannot process your application without proof of residency, i.e. passport.

SECTION 1: STUDENT DETAILS		
Forename:		
Middle Name:		
Surname/Family Name:		
Date of Birth:		Age on 1 st Sept:
Home Address:		
		Postcode:
Home Telephone:		
Mobile Telephone:		
Email Address:		

SECTION 2: PARENTAL CONTACT DETAILS	
Title:	
Forename:	
Surname:	
Relationship to Student:	
Home Address: (if different from above)	
	Postcode:
Mobile Telephone:	
Email Address:	

SECTION 3: HOUSEHOLD DETAILS – STUDENT (Please state who lives with you and their relationship to you). This information may help in our assessment if you are near the income cut-off point.		
Name	Relationship to you, e.g. Mum	Age if under 16

SECTION 4: DECLARATION OF RESIDENCY
I declare I have been a resident of the UK for at least 3 years and for the previous 12 months. Proof required – either a birth certificate or valid passport (this will be copied and returned)
Signature of Student:
Date:

**SECTION 5: CIRCUMSTANCES**

If any of the following circumstances apply to you, please tick the appropriate box:

	Your household is in receipt of means-tested benefits (please refer to Section 6 below)
	You are looked after by the local authority or you are a Care Leaver (please ignore section 6 and provide written confirmation of your current or previous looked-after status from the local authority)
	You are 16-19, live independently and claim Universal Credit
	You are 16-19 and a parent, and claim Universal Credit
	You are 16-19 and receive Universal Credit for any other reason
	You are in receipt of Universal Credit and Personal Independence Payments
	You have emergency/special circumstances affecting your living arrangements/household income <u>or</u> you have special financial or other circumstances not covered by any of the above (please refer to Section 6 below)

SECTION 6: INCOME DETAILS (FOR HOUSEHOLD)

Please indicate which of the following benefits/income your household are currently in receipt of. You must provide proof of these with ORIGINAL documents (which will be copied and returned).

	Type of Income	Yes/No	Evidence Required
A	Universal Credit		Copies of the 3 most recent Universal Credit statements
B	Student is in receipt of Universal Credit <u>AND</u> Personal Independence Payment		An award letter for both, which is less than 3 months old on date of application
C	Earned Income with no additional benefits		Your most recent P60 and last 3 months wage slips
D	Self-employed earnings with no additional benefits		Audited accounts or official tax return
E	Special Financial Circumstances, e.g. sudden drop in income/changes to living circumstances		Covering letter explaining your situation and any relevant supporting statements

SECTION 7: STUDENT BANK DETAILS (Payment will be made by BACS)

Bank/Building Society Name:		
Branch Address:		
Bank/Building Society Account Number:		
Bank/Building Society Sort Code:		
Bank/Building Society Account Holder's Name:		
Email Address:		

Pay Direct to Kesgrave High School – Dept:

--	--



SECTION 8: COSTS YOU ARE CLAIMING FOR

Please attach the evidence to support your application, i.e. receipts/departmental letters

Costs covered	Items Required	Cost £ (approx.)	Evidence Attached
Free School Meals: If you are in receipt of Free School Meals please just tick the "Items Required" box if you intend to continue to receive these in Sixth Form.			
Travel/Transport Costs: If your application is successful, travel passes will be purchased on your behalf at the beginning of each term. When applying for travel expenses to attend university interviews or open days, please provide full written details with costs clearly identified. Proof of purchase will be required.			
Field Trips and Visits: Please provide full details of the field trip/visit, the member of staff organising the event, together with the cost, if known. Please note: We may expect you to make a contribution towards the cost.			
Resit Exam Fees: Please provide a written letter of agreement from the relevant subject staff.			
UCAS Application: Please note that this will be at the discretion of the Director of Sixth Form.			
Books/Materials/Equipment: Please provide a list of items required. If items have already been purchased, please provide receipts.			

SECTION 9: STUDENT AND PARENT/CARER DECLARATION

The declaration must be signed by both the Student and Parent/Carer.

I/We confirm that the evidence that I/we have provided is correct and complete to the best of my/our knowledge and belief. I/We are aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might result in a referral to the police with the possibility of prosecution.

Student signature: _____ Date: _____

Parent/Carer signature: _____ Date: _____

SECTION 10: ATTENDANCE AGREEMENT

The continuance of Bursary payments will be subject to the following criteria:

Attendance must be **at least 85%** with NO unauthorised absences and you **MUST** adhere to the School Partnership Agreement. You must also attend all timetabled lessons and exams, complete homework and coursework as demanded by the courses, work in a positive and mature way, have effort grades at good or better, and have no incidents of fixed term exclusion.

I accept the above terms.

Student signature: _____ Date: _____



Please return the completed form to: Miss S Dodwell, Director of Sixth Form, Kesgrave High School, Main Road, Kesgrave, IP5 2PB (all applications will be treated in the strictest confidence)

FOR OFFICE USE ONLY

- Discretionary Bursary
Vulnerable Bursary

SECTION 11: SCHOOL DECLARATION

Table with 5 columns: Term, Amount, Description e.g. Geog trip, Proof (tick), Finance

ATTENDANCE (after October Half-Term)

Attendance level (circle): <85% >85%

Comment:

Signed: _____ Director of Sixth Form Date: _____

Signed: _____ Administrator Date: _____

Passed to Finance – Date: _____

Reimburse Student [] Pay Department Direct []

Date BACS payment processed: _____

CALCULATIONS

Empty box for calculations

Table with 4 columns: Proof of Residency, Confirmation Sent, Details Entered, Entered on SIMS