



Stantonbury International School

16– 19 Sixth Form Bursary Application 2020 – 2021

This form needs to be completed by the student applying for the bursary. Please complete ALL the sections using the guidance documents supplied. You will need to provide supporting evidence for your application and confirm that you are still eligible for payments at the start of each term. Applications must be received by the following deadlines:

Autumn Term: 4th October / Spring Term: 10th January / Summer Term :24th April

Section 1 – student details

Learner's surname :	
Learner's first name(s):	
Date of Birth :	Age as at 31 st August 2020:
Learner's full postal address:	
Postcode:	
Email address:	
Mobile telephone number:	
Landline telephone number:	

Section 2 – bursary categories

We have separated the different types of bursaries available into levels 1-4

Level 1: 'vulnerable groups' bursary (this can be up to £1,200 per year)

<i>Please complete the following sections by ticking the relevant box that applies to your application.</i>	
I am living in care or I am a care leaver	
I am receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner	
Receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right	

Level 2 and 3 – ‘discretionary’ bursaries

LEVEL 2 – Discretionary bursary	
I receive free school meals	
Learner’s total family income is LESS than £16,190	
LEVEL 3 – Discretionary bursary	
Learner’s total family income is MORE than £16,190 but LESS than £25,000	

Level 4 – ‘ad-hoc’ discretionary bursary

A separate ad-hoc application form (level 4) must be completed when making a request for assistance with these funds during the academic year

I, the learner, live permanently in a household whose parents/guardians receive one of the following (Please tick the appropriate box):

Name of person receiving benefit	Income support	Job seekers allowance	Employment support allowance	Universal Credit	Support under part VI of the immigration and asylum act
If you are not covered by one of the categories above, you must provide proof of family income					

Section 3: financial assessment - family Income

(To be completed by the person/s responsible for paying the household bills)

Name of person receiving income	Are you currently employed?	
	YES / NO	If yes, please submit a P60 or Working Tax Credit Award Certificate
	YES / NO	If yes, please submit a P60 or Working Tax Credit Award Certificate

Section 4: goods and services

Please briefly outline the nature of the expenses where the bursary fund will assist the student in the completion of their studies (e.g. for specific equipment) and receipts for any items purchased must be attached for audit purposes.

A separate ‘ad-hoc’ application Form (level 4) must also be completed when making a request for these funds during the academic year

Transport requirements – to and from school, attending interviews, university open days etc.	
Meals in school	
Books & equipment	
Educational trips	

Section 5: proof of income/benefit

To support your application for either the nominated or the discretionary bursary, you must submit evidence to support your claim. Please tick the relevant boxes:

Type of Income	Evidence required	Tick if supplying
Annual salary	P60 for tax year 2019-20 or last week in March 2019. Or Working Tax Credit Award Notice marked 2019-20	
Income Support	Entitlement /award letter – dated within the last 3 months	
Universal Credit	Entitlement /Award letter - dated within the last 3 months	
Job Seekers Allowance	Entitlement /award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement /award letter – dated within the last 3 months	
Incapacity Allowance	Entitlement /award letter – dated within the last 3 months	
Carer’s Allowance	Entitlement /award letter – dated within the last 3 months	

Any other benefit	Entitlement /award letter – dated within the last 3 months	
Work Tax Credit	Working Tax Credit Award Notice marked 2019-20. (Full Notice whenever possible)	
Child Tax Credit	Child Tax Credit Award Notice marked 2019-2020. Must be for full year and not partial awards (Full Notice)	
Grants or bursaries	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement /award letter – dated within the last 3 months	
Personal Independence Payments		
Any other income	Relevant paperwork	

Section 6: further information

Student is in receipt of Free School Meals	Yes	No
Young Carer	Yes	No
Student lives with Service Personnel: <ul style="list-style-type: none"> • Either parent is currently serving with the Forces • Either parent has served with the Armed Forces in the past three years 	Yes	No

Please give details below of any other circumstances that you would like us to know about to support your application.

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 will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (e.g. changes to household income, benefits etc).
- I/we understand the information supplied with not be shared with any third party organisations, except for audit purposes.
- I/we understand that the following my result in loss of financial support for the Discretionary Bursary:
 - Poor attendance (below 95%, which the school sets as a minimum, unless there are specific health or personal issues that may have impacted on this, which the school has been made aware of) Unauthorised absences
 - Work not up to date, or regularly submitted late
 - Non-compliance with school policies and Sixth Form home school agreement.
 -
- I/we understand that awards made are subject to the school receiving sufficient funds from the government.

Signatures

Student _____

Date _____

Print Name _____

Date _____

Parent/guardian _____

Print Name _____

LEARNER BANK ACCOUNT DETAILS REQUIRED FOR ALL BURSARIES	
Granted bursaries will be paid directly into the learner's bank account half termly. Please note that failure to achieve attendance, behaviour and academic progress conditions may affect the payment of the bursary. Overpayments will be reclaimed.	
Name on account (Learner):	
Name of bank/Building Society:	Branch name:
Account number:	Branch sort code:
You must attach an original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address. We will photocopy the details and return the original documents. The photocopies are held in a secure location.	

Appeals/complaints

All appeals/complaints should follow the normal school procedure – information can be found on the school website www.stantonbury.org.uk

Stantonbury International School is under a duty to protect the public funds it administers and to this end use the information provided on this form for the detection and prevention of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Stantonbury International School is registered under the Data Protection Act 1998

For more information please see <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019to-2020-academic-year#to-19-bursary-fund-a-summary>