

**Kenilworth School Sixth Form**  
**16-19 BURSARY FUND APPLICATION FORM**  
**2021 - 22 ACADEMIC YEAR**

**PROTECTION OF PUBLIC FUNDS**

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

**DATA PROTECTION**

The data you provide will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund. In fulfilling its data protection obligations we will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

**SECTION A: PERSONAL DETAILS**

Surname/Family name

First name(s)

Date of birth

Present Home address

*(if your address changes please notify us)*

Telephone number

Email address

**SECTION B: COURSE DETAILS**

Name of school

Course Name and description

Which year will you be in

12:

13:

Extra year:

**SECTION C: LEARNER'S CIRCUMSTANCES**

Who do you live with? Please tick all that apply:

<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Parent's spouse/partner	<input type="checkbox"/> Grandparent(s)
<input type="checkbox"/> Foster parents	<input type="checkbox"/> On my own	<input type="checkbox"/> My spouse/partner	<input type="checkbox"/> In care / looked after
<input type="checkbox"/> Other, please explain:			

Have you always lived in the UK?  Yes  No

If **YES** please proceed to Section D.

If **NO** please complete the separate residency information sheet before proceeding to Section D

**SECTION D: LEARNER INCOME**

Part time job

£	weekly
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Benefits

£	weekly
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Other

£	weekly
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**SECTION E: SUPPORT REQUIRED**

***I am applying for the 16-19 Bursary because I need help with the following:***

- Books / Equipment
- Travel
- Examination/Registration Fees
- Trips
- Compulsory Clothing for Course (eg Lab Coat, safety goggles etc)
- Other \_\_\_\_\_

*I am aware that I need to confirm how I have spent this payment (Receipts etc....)*

**Please provide details of the support required and likely costs below: -**

**SECTION F: PLEASE TICK BELOW ONE OR ALL THAT APPLY** A – I am or my family are in receipt of Free School Meals**We will check your details with the School Benefits section.** B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office**Please provide proof e.g. Home Office letter** C – I am or my family are in receipt of Income Support / Jobseekers Allowance**Please provide proof e.g. benefits books or bank statement** D – I am a looked after child**Please provide a letter from your social worker** E – Family's gross taxable income is less than **£25,000** a year**Please provide a copy of the Tax Credit Award notice or complete your income details below and provide evidence as indicated.** F – I am a care leaver**Please provide a letter from your social worker** G – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance**Please provide proof e.g. benefits books or bank statement****SECTION G: HOUSEHOLD INCOME**

Please complete this section if you have ticked box E above and do not have an up to date Tax Credit Award notice

	Parent 1	Parent 2	Evidence
Gross taxable annual salary/wages	£	£	2019 P60 or end of March 2020 payslip
Self employment/property income	£	£	Self assessment tax calculation 2019/20 or certified accounts
Private/Occupational pension	£	£	Pension statement / Pension P60 2019 / Bank statement
State pension	£	£	Pension statement / Bank statement / Benefit book
Benefits (Please specify)	£	£	Bank statement / Benefit book
Bank or building society interest	£	£	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250.00 for the year) Tax vouchers

**SECTION H: DECLARATION BY PARENT OR GUARDIAN**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section G.

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.*

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION I: DECLARATION BY LEARNER**

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

**For Approval Use only:**

	Date	Initials
Application received		
Application fully completed		
Supporting evidence from learner enclosed		
Eligibility criteria met		
<b>Application approved (School Business Manager)</b>		
<b>Details of Learner Support Funding approved:</b>		
Bursary.....		
Additional support.....		
<b>Application rejected</b>		
<b>Reason for Rejection:</b>		
.....		
.....		
Approval/Rejection letter sent to learner		

Follow-up Action Taken	Date	Initials