



St. Joseph's Sixth Form Student

Application for an Award from the Bursary Fund 2018/19

Please read the information on this page carefully. If you do not understand any of the points, please contact Ms Jay in the Finance Office.

The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training, post 16. Bursary funds are to be used to help pay for the costs related to participation in full-time education, such as the costs of transport, equipment, books, travel, exam costs, trips and visits. Some payments may be applied for, on an ad hoc nature, to cover expensive school trips etc but each will be looked at on an individual basis.

Payment will be monthly in arrears by cheque. Payment may be withheld if you do not comply with the School's expectations on:

- Behaviour
- Progress
- Attendance
- Punctuality

There are two types of Bursary:

Nominated Bursary

The following nominated groups are eligible to receive a bursary of £1,200 a year:

- students in care
- students who are care leavers
- students in receipt of Income Support in their own right
- disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

Discretionary Bursary

The following discretionary group are eligible to receive a bursary of up to £400 per year:

The discretionary bursaries are for young people facing financial barriers to participation in education.

- Students who have family earnings* of less than £30,000 are eligible to receive some financial support from the bursary.
- Those students with a significant barrier to learning.
- Students whose families have a significant number of dependents.
- Students with significant distance to travel to school.

*your total household income, as evidenced by:

Qualifying Documentary Evidence

- Income Support
- Income Based Jobseeker's Allowance
- Asylum Seeker
- Child Tax Credit / Guaranteed Pension Credit
- Income Related Employment Support Allowance
- Your parent/guardian's pay slip

APPLICATION FOR AN AWARD FROM THE BURSARY FUND 2018/2019

Please complete all the details in full. If you do not provide the information requested your application will not be considered.

SECTION 1 – Student Details

First Names..... Surname.....

Address.....

..... Post Code.....

Home Telephone..... Mobile Phone.....

Date of Birth..... Age at 31/08/18.....

SECTION 2 – What Type of Bursary Award are you applying for?

Nominated Please go to Section 3

Discretionary Please go to Section 4

SECTION 3 – About You

Are you?

- A student in care
- A student who is a care leaver
- A student in receipt of Income Support
- A disabled student in receipt of both Employment Support Allowance and Disability Living Allowance

SECTION 4 – Your Living Arrangements

Section 4A: Do you live with at least one of your parent(s)/carer(s)?

Yes – please complete Section 4B below and then go to Section 5

No – please tell us your living arrangements below and then go to Section 5

Section 4B: About your parent(s)/carers(s)

Surname

First Name

Occupation

SECTION 5 – Evidence

All information provided in this Section will remain confidential. **Evidence of your eligibility for the Nominated Bursary and for the Discretionary Bursary must be sent with this application.** In most cases your parent(s)/carers(s) Tax Credit Award Notice 2017/2018 should be sufficient for the Discretionary Bursary. In the absence of a tax credit notice please refer to other forms of evidence. We may request further evidence from you.

Please enter the amount you consider your household income to be in the box below, together with any other information we should know. Please attach original paper evidence to your application.

Qualifying Documentary Evidence

- Income Support
- Income Based Jobseeker's Allowance
- Asylum Seeker
- Child Tax Credit / Guaranteed Pension Credit
- Income Related Employment Support Allowance

Income Support

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous four months (including the first page with your name and address details on).

Income Based Jobseeker’s Allowance

Please supply all pages of a letter showing the breakdown of Jobseeker’s Allowance dated within four months (to include the first page with your name and address details on and the page that states that your Jobseeker’s Allowance is Income Based).

National Asylum Seekers Support Scheme

Please supply a recent copy of your NASS letter.

Child Tax Credit / Pension Credit (income less than £18,500)

Please supply a copy of your Inland Revenue tax credit award notice for the current financial year (TC602) or a copy of your M1000 Pension Credit Award Notice (dated within the last four months) which clearly shows that you are in receipt of the Guaranteed Element of the State Pension Credit.

Income Related Employment Support Allowance

Please supply all pages of the letter from DWP / Jobcentre Plus dated within the previous for months (including the first page with your name and address details on).

SECTION 6 – Declaration

- I/We attach evidence of eligibility for a Nominated/Discretionary Bursary
- I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We will inform the school if there is a change to family earnings/circumstances which affects eligibility for the Bursary Fund.
- I/We understand that payments may be withheld if I do not comply with the Schools expectations regarding Behaviour, Performance and Attendance.
- I/We understand that relevant information regarding my application may be shared with other agencies such as the EFA funding body.
- I/We understand that any monies paid out may be reclaimed if I leave school before I have completed my studies.

Signed (Student)..... Date.....

Signed (Parent/Carer)..... Date.....

Your completed application form, together with evidence of eligibility, should be returned to:
Ms Jay, Business Manager, St. Joseph’s Catholic High School, Shaggy Calf Lane, Slough, Berkshire, SL2 5HW.

Applications should be received by **the end of September**. This will ensure you receive your first payment as soon as possible at the start of October.
Applications after this date will be accepted but payment will be delayed.