

Sturminster Newton High School Sixth Form Bursary Application Form

Application Deadline: 30th September

If you wish to be considered for a Bursary, please complete this form and return by hand, marked for the attention of Sixth Form Office 'Bursary' or via email SNHSSixthForm@mynhs.net

SECTION 1: Student's Details				
Surname			D.O.B	
Forename(s)			Age at 31 st August	
Address				
Post Code				
Have you been resident in the UK or EU for the whole of the previous three-years			YES	
Residential Status (if 'other' please supply further details)			If NO please advise period	
British Citizen ☐	EU /EEA Citizen ☐	Asylum Seeker ☐	Refugee ☐	Other

SECTION 2: School Registration Details				
Sturminster Newton High School		Tutor Group:		
What courses are you studying in Sixth Form?				

SECTION 3a: Learner Status – Do you...?	
Live in Local Authority Care ☐	Receive Income Support or the equivalent Universal Credit (UC) (in your own right) ☐
Live independently having left Local Authority Care ☐	Receive both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) (in your own right) ☐
Please provide written evidence of circumstances to support your application	
If you have ticked any of the 4 boxes above, go to SECTION 5 .	

SECTION 3b: Learner Status – Do you...?	
Live with Parents who have responsibility for you ☐	Live with Carers/Guardians who have responsibility for you ☐
Live independently ☐	Consider yourself to be a carer (care for a family member) ☐
Live with a partner ☐	Have dependent children ☐
Now go to SECTION 3c .	

SECTION 3c: Learner Status		
I am applying to the fund and live independently or with a partner		If you have ticked this box you should complete SECTION 4 (if applicable)
I live with parents/carers/guardians		Ask parents/carers/guardians to completed SECTION 4 (if applicable)
	Adult 1	Adult 2
Title (Mr/Mrs/Ms etc.)		
Surname		
Forename(s)		
Relationship to applicant		

	Yes	No
Do you receive 'FSM' Free School Meals?	<i>Receipt of FSM in lower school</i> <i>Re apply via Apply for free school meals - Dorset Council</i>	If you answer "No" we advise you to check via Apply for free school meals - Dorset Council by completing the simple online questionnaire

SECTION 4: Assessment of your Household Income		
Please tick any that apply and provide the necessary evidence		
Type of Income	Evidence required	
Working/Child Tax Credit or Universal Credit	Page 1-4 of your most recent Tax Credit Award Notice or Universal Credit Award Notice	
Earned Income	Most recent P60 or last 3 consecutive pay slips	
Self Employed Income	Most recent audited accounts or SA302 form	
Income Support	Award letter which is less than 6 months old confirming amount	
Jobseeker's Allowance	Entitlement/Award letter which is less than 6 months old confirming amount	
Employment Support Allowance	Award letter which is less than 6 months old confirming amount	
Pension Income	Please provide evidence dated within the last 6 months of amount	
Disability Living Allowance	Personal Award letter which is less than 6 months old confirming amount Independence payment	
Other	Please provide evidence dated within the last 6 months of amount	

PLEASE NOTE: Legible photocopies of all documents are required. They will be kept for audit purposes and cannot be returned. Please do not send originals.

Was your annual household (incl tax) income in the last financial year below £50,000 YES or NO	If NO, please give your 'gross' household income £
Please give the number of dependent children in full-time education in the household (including the student applying for the bursary):	

SECTION 5: Type of Assistance Requested

Most expenses will be claimed for during the duration of the course however if you already know details of any expenses i.e School travel please declare now.

Documentary evidence (invoice/receipt etc.) of these costs must be provided unless the cost is a charge made by the school. Estimates are acceptable in the first instance.	Cost	Payment Type
Transport costs associated with travel to/from school (or to/from a partner educational organisation delivering part of a Sixth Form Programme of Study) Please supply details of transport used (e.g. school bus) and distance to school <u>School Transport Provider</u> <i>Please provide collection/drop off point</i> Vale Coaches (annual cost agreed with school and paid directly to Vale from school. Please contact Vale directly to inform them you are applying for bursary and reserve seat) First Group X10 (tickets will be personally purchased and claim form completed via the Sixth form office) Weekly Pass ~£15 Monthly Pass ~£50 Other:	£	☐ Termly ☐ One-off ☐ Weekly

SECTION 5: Type of Assistance Requested (cont.)

Most expenses will be claimed for during the duration of the course however if you already know details of any expenses i.e Course books please declare now.

Claim forms are available from the Sixth Form Office for claims throughout claimant's time in Sixth Form.

Personal Protective Clothing (such as chef's whites) or necessary clothing required for a course. Please supply details:	£	☐ Termly ☐ One-off
Books, materials and equipment needed for a particular course. (Please note that bursary funds are limited and as such we are unable to fund larger items such as cameras and laptops. It may be possible for departments to loan equipment to students). Please supply details:	£	☐ Termly ☐ One-off
The cost of educational visits related to courses. Please supply details:	£	☐ Termly ☐ One-off
Other costs. Please supply details:	£	☐ Termly ☐ One-off

	TOTAL £
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SECTION 6: Information and Conditions

Students who qualify for a bursary under **Section 3a** will receive the award paid directly to the student in termly or half-termly instalments. All other awards made to students will be from the **Discretionary Bursary** fund.

If your application for a **Discretionary Bursary** is successful, payments cannot be made without a receipt or invoice.

Payments shall only be made to students who have met the following conditions:

Have achieved less than 3% unauthorised absence in the previous term.

Have not been the subject of any exclusion.

Have achieved an Effort grade of at Excellent or Good across all subjects, or equivalent for other providers.

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

All awards made are subject to the school receiving sufficient funds from the government.

The amount awarded will depend on the number of applications received and funds available.

The schools reserve the right to amend/update the application form/policy & procedures during the academic year.

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 have included legible copies of supporting documentation. *Please ensure all evidence is provided to allow your application to be processed.*
☐ I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave school or am no longer eligible for the funding).
☐ I/we understand that this information will not be shared with third party organisations, except for audit purposes.
☐ I/we understand that non-attendance and non-compliance with the school's code of conduct may result in loss of financial support.
☐ I/we have read the Information and Conditions in Section 6.

☐ *Advice on how to open a bank account is available from the finance offices at Sturminster Newton High School.*

If returning this form via email, please type names and date and return via email to SNHSSixthForm@mynhs.net attaching electronic copies of supporting evidence.

If hand delivered please date and sign and return along with photo copies of any supporting documentation to the main school office, marked for the attention of Sixth Form Office.

Print Name	Signature	Date
Student		
Parent 1		
Parent 2		

Application deadline 30th September, all applications will then be considered and letters sent home by October half term. Any questions please do not hesitate to contact Mrs Privett via telephone 01258 472642 or via email SNHSSixthForm@mynhs.net