



16-19 Bursary Fund – Application Form

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers so that they can remain in education and is in accordance with government [guidance](#). Please read the [PCHS Guidance](#) before completing this form.

(Sections 1, 3, 4, 6 and 7 are to be completed by the student. Sections 2, 5 and 7 are to be completed by parents / carers)

Section 1 – Student Details

First Name:	Surname:
Address:	Email: Date of Birth:

Section 2 – Parent / Carer Details

Name:	Name:
Address:	Address:

Section 3 – Please tick the appropriate box to indicate the type of bursary you are applying for (see additional information regarding the three categories)

Vulnerable student bursary (Continue to section 4)	
Discretionary bursary (Continue to section 5)	

Section 4 – Vulnerable student bursary

If applying for the above bursary, please tick the appropriate box to indicate which if the defined vulnerable groups applies

I am a young person in care	
I am a care leaver	
I am a young person in receipt of income support (or Universal Credit)	
I am disabled young person in receipt of Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)	

We require documentation as evidence that the indicated vulnerable group applies. Please specify what supporting evidence has been submitted.

Section 5 – Discretionary Bursary

If applying for the above bursary, please tick the appropriate box below to indicate which of the following applies:

In receipt of income support (Universal Credit)	
In receipt of income-based Jobseeker's Allowance (or Universal Credit)	
In receipt of support under Part VI of the Immigration and Asylum Act 1999	
The total household income does not exceed £16,190 in a financial year and an NHS exemption certificate is held	
The total household income is between £16,191 and £30,000 in a financial year	
In receipt of an income-related employment and support allowance (or Universal Credit)	
In receipt of the guaranteed element of State Pension Credit	

Name(s) of those in receipt of the above:

1.
2.

We require documentation as evidence of the financial situation indicated above. Please specify what supporting evidence has been submitted.

Section 6 – Further Information

Please use this space to provide details of any other circumstances you would like us to know about to help with this application.

Section 7 – Declaration

Please read the declaration below before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim that the application will not be accepted. I also undertake to tell the school of any change in my circumstances in writing. I agree to repay the school in full and immediately any bursary advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must reapply next year and there is no guarantee that I will receive funding for future years, even if I am eligible for the current year.

Signed (Student):	Date:
Signed (Parent / Carer)	Date:

Please return this form to the Main School Office (finance)

Date received:

Received by:

School Use only

Assessment of Need- to be completed by Miss Earl or Mr Pollock

Student Name		
The student named above has been approved for a Vulnerable Bursary / Discretionary Bursary/Additional Support Bursary (delete as appropriate) and their documentation checked. Signed (Finance):		
Academic Progress Check:	Attendance Check:	
Details of need:	Cost: (Purchased by school)	Cost: (Purchased by student)
Total		
Award approved by the Head of Sixth Form (Signature)		Date:
Finance approval (Signature)		Date:

Appendix 1 – Supporting Evidence

Type of Income	Acceptable Forms of Supporting Evidence
Annual Salary	P60 for the tax year, or month 12 (March) payslip, or Working Tax Credit Award Notice
Universal Credit	Entitlement / Award letter
Income Support	Entitlement / Award letter
Jobseekers Allowance	Entitlement / Award letter
Employment Support Allowance	Entitlement / Award letter
Incapacity Allowance	Entitlement / Award letter
Carer's Allowance	Entitlement / Award letter
Any other benefit	Entitlement / Award letter
Working Tax Credit	Entitlement / Award letter – This must be for a full year
Child Tax Credit	Entitlement / Award letter – This must be for a full year
Disability Living Allowance	Entitlement / Award letter
Personal Independence Payments	Entitlement / Award letter
Any other income	Relevant documentation
Free School Meals	Entitlement / Award letter