



# Beverley Joint Sixth

## 16-19 Bursary Fund 2025-26

### Discretionary - Minor Award Application Form

**Please ensure you have read the 16-19 Bursary policy statement in conjunction with this form.**

**This form must be returned with all requested documents to the 6<sup>th</sup> form office, your application will not be processed until all supporting evidence is received. Applications can be made throughout the year.**

#### Section 1 –

##### Student Details

|   |   |  |
|---|---|--|
| <b>Surname</b>                                |   |  |
| <b>First name(s)</b>                          |   |  |
| <b>Date of Birth<br/>(dd/mm/yyyy)<br/>)</b>   |   |  |
| <b>Age on 31<sup>st</sup><br/>August 2025</b> |   |  |
|   | <b><u>You must be aged 16, 17, or 18 on 31<sup>st</sup> August 2025 to apply.</u></b> |  |

##### Address/Bank Details

|                  |           |                |
|------------------|-----------|----------------|
| Home Address     |           |                |
|                  |           |                |
| Postcode         |           |                |
|                  |           |                |
| Telephone number | Home      | Mobile         |
| E-mail address   |           |                |
| Bank Details     | Bank Name | Account Name   |
|                  | Sort Code | Account Number |

##### Course Details

|                                |  |
|--------------------------------|--|
| Full time / Part time / guided |  |
|--------------------------------|--|

|                         |  |
|-------------------------|--|
| learning hours per week |  |
|-------------------------|--|

## Section 2 – To be completed by all Students

| Discretionary bursary  |      |   |
|--|------|---|
| Eligible groups for this bursary:  | Tick | Supporting evidence required  |
| <b>Band 1:</b> Living in a household with an annual income below £25,000 (including benefits) before tax and national insurance is deducted.<br>We can award up to £750 a year.              | €    | A parent or carer in your household must complete the financial assessment at section 3.1, and attach any evidence listed within the assessment. Once the form has been completed and all evidence has been attached take it to the 6 <sup>th</sup> form office for processing. |
| <b>Band 2:</b> Living in a household with an annual income between £25,001 and £30,000 (including benefits) before tax and national insurance is deducted<br>We can award up to £600 a year. | €    |   |
| <b>Band 3:</b> Living in a household with an annual income between £ 30,001 and £39,999 (including benefits) before tax and national insurance is deducted.<br>We can award up to £400       | €    |   |

## Section 3 –Financial assessment (To be completed by student’s parent or carer)

|                         | Parent or carer 1 | Parent or carer 2 |
|-------------------------|-------------------|-------------------|
| Surname                 |                   |                   |
| First name(s)           |                   |                   |
| Relationship to Learner |                   |                   |
| Telephone               |                   |                   |
| E mail address          |                   |                   |

To be eligible for the discretionary bursary you must declare that the learner is living in a household with an annual income less than £40,000

(including benefits) before tax and national insurance is deducted. Please ensure you have selected which Tier of support you are applying for in section 2.

|                        | Parent/Carer 1 |    | Parent/Carer 2 |    | Evidence to be attached  |
|------------------------|----------------|----|----------------|----|--|
|                        | Yes            | No | Yes            | No |  |
| Are you employed?      | €              | €  | €              | €  | If yes please provide the last three months' worth of payslips or your P60 for tax year 2023/24. |
| Are you self-employed? | €              | €  | €              | €  | If yes – SA302 form or certified accounts. P60   |

*If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.*

|                                  |  |  |
|----------------------------------|--|--|
| Universal Credit                 |  | Full most recent 3 month Assessment Statements – ALL pages   |
| Working/Child Tax Credit         |  | Full 2025/26 Tax Credit Award Notice – ALL pages   |
| Income Support                   |  | Most recent benefit letter(s) dated within the last 3 months for each benefit OR an older letter <u>AND</u> latest 3 months bank statements showing payments |
| Employment and Support Allowance |  |  |
| Job Seekers Allowance            |  |  |
| Carers Allowance                 |  |  |
| Pensions/Pension Credit          |  |  |
| Housing / Council Tax Benefit    |  | Current confirmation letter<br>Local authority can provide evidence showing benefit amounts  |
| Other<br>e.g Maintenance         |  | Documentary evidence<br>e.g CSA letter or latest 3 months bank statements  |

#### Section 4 – 6<sup>th</sup> form related costs

What are you requesting financial assistance towards? Please tick all relevant costs, you will need receipts for proof so please keep these as evidence.

|  |  |   |  |
|--|--|---|--|
| Stationery<br>e.g. books, folders, pens etc. |  | School meals<br>If approved credit will be added to cashless account  |  |
| Travel Costs                                 |  | Course related resources<br>Books, calculators,<br>equipment, sports kit etc.   |  |
| Educational Trips or visits                  |  | Other – This can include a regular monthly payment if you can evidence how this will support your learning.<br>Please give details in section 5 |  |

**Please note payments will not be made until all supporting documents are received and support for meals or ongoing costs will not be back dated for more than 4 weeks this is at the schools discretion.**

#### Section 5: Additional information

|   |  |
|---|--|
| <p>Please provide information to support your application, e.g. details of what your financial barriers are and how you will use the bursary to overcome these.</p> <p>Use a separate piece of paper if necessary</p> |  |
|---|--|

|  |  |
|--|--|
|  |  |
|--|--|

## 6. Learner Declaration

1. I declare that the information on this form is true and accurate to the best of my knowledge.
2. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
3. I understand that if I refuse to provide information, which may be relevant to my claim, the application will not be accepted.
4. I understand that monies I receive, will be paid term time only, under the Bursary Scheme will be paid on condition of standards of attendance and behavior.
5. I will attend regularly and complete the course for which my bursary is supporting me.
6. When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my provider immediately.
7. I will notify my provider immediately with any changes to my Bank/Building Society details.
8. I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
9. I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
10. I am clear that the bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
11. I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.
12. I am aware that the funding covers only this academic year and that I must re-apply next year; I understand there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
13. I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the School's Complaints Procedure

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** .....