

# 16-19 Bursary 2023/2024

Application and Financial Assessment Form



## 1. Student Details

Full Name:

Date of Birth:

Address:

Phone (mobile):

## 2. Eligibility

Please indicate below which bursary category you wish to apply for, ensuring that you meet the required eligibility criteria. Check one category only.

### Eligibility

<input type="checkbox"/>	Category A	Student is one or more of the following: <ul style="list-style-type: none"><li>• currently in care (LAC) or is a care leaver.</li><li>• financially independent and in receipt of Universal Credit</li><li>• in receipt of Personal Independence Payments</li><li>• an unaccompanied asylum seeker under the age of 18</li></ul>
<input type="checkbox"/>	Category B	Student is from a household with a total income below £30,000

### Other dependents deduction

A deduction to the household income of **£1750 per additional dependent** under the age of 18 in the household (i.e. siblings) can be applied.

E.g. a student from a household with a total income of £33,000 with two siblings would be eligible for category B, as this would reduce the assessed income to £29,500.

Please provide details of other dependents on the following page.

### 3. Other household dependents (under 18)

Dependent name	Relationship to applicant	Current school / provider

### 4. Financial Assessment

This section must be completed for all adults in the student's household who contribute to the total household income. Failure to declare a household member and/or their income in this section may result in a delay in your application or disqualification of your application.

	Person 1	Person 2
Full name:		
Relationship to student:		
Phone number:		
Date of birth:		
Currently employed: <i>(circle as appropriate)</i>	Yes / No	Yes / No
In receipt of Universal Credit: <i>(circle as appropriate)</i>	Yes / No	Yes / No
Proof of income provided: <i>(describe the evidence to be submitted with this application. See below for examples of acceptable evidence)</i>		

*If there are further adults/carers in the household whose income needs to be considered, please attach details on a separate sheet.*

## 5. Evidence of income

Required evidence / proof of income: (photocopies accepted)

Type of income	Evidence required
Wage / Salary	P60 for tax year ending April 2023 <b>or</b> payslips covering the past three months.
Self-employed	Proof of annual income such as: <ul style="list-style-type: none"><li>• Personal tax calculation / computation statement from HMRC</li><li>• Self-assessment tax return</li><li>• Statement of accounts</li><li>• Accountant's letter</li><li>• Annual tax summary</li></ul>
Universal Credit	Award statement for three most complete assessment periods.

Please describe the evidence/proof of income that is being provided below, and enclose with this form.

## 6. Additional information

If you would like to provide any additional information to support this application, such as mitigating or exceptional circumstances, please provide details below.

## 7. Account details

Payments will be made to the account details provided below. The account must be in the student's name.

Full name (as it appears on debit card):			
Name of bank / building society:			
Sort code:		Account number:	

## 8. Initial academic support

Although claims from the bursary fund may be made at any time, you can use this page to request any equipment, resources or services that will support the initial stages of Post 16 education. Please outline any initial requests below, including the item(s) required, and a brief reason for their need.

Decisions on individual claims from the bursary fund will be made on a case-by-case basis. This will be based on factors including, but not limited to, the educational benefit that the claim will make to the student and the level of funding available.

### Equipment (e.g. laptop, printer, stationery)

### Resources (e.g. text books, revision guides, online subscriptions)

### Services (e.g. transport costs)

### Other items

You may enclose further details on additional paper if required.

## 9. Declaration

Please read all of the statements below carefully, and sign to indicate your acceptance and agreement.

1. I declare that the information provided in this application is true and correct to the best of my knowledge. I agree to supply any additional evidence that may be required to verify the information provided. I understand that if I refuse to provide any required further information relevant to this application then the application will not be accepted.
2. I will inform the Academy of any changes to the information provided.
3. I agree to repay the school in full for any bursary payments made if any of the information provided is found to be false or deliberately misleading.
4. I am aware that bursary funding is based on information provided in this form and is subject to an external audit, which may include access to information from outside agencies.
5. I am aware that the Academy will assess applications on a case-by-case basis to identify students with genuine financial needs, and eligibility for any of the categories shows does not guarantee that a bursary payment will be made.
6. I confirm that any bursary funds received will be used to meet costs related to education. I understand that payments from the reimbursement fund will only be made upon production of a valid receipt or proof of purchase, and that payments from this fund may be partial reimbursements at the Academy's discretion.
7. I am aware that failure of the bursary recipient to engage with their programme of study may result in bursary awards being suspended or withdrawn. Reasons for this could include:
  - a. Poor attendance, particularly with regard to unexplained absences.
  - b. Failure to complete required course assignments.
  - c. Unacceptable conduct or behaviour.

Signed (student): \_\_\_\_\_

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

Signed (parent/carer): \_\_\_\_\_

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

*All bursary funding is at the Academy's discretion, and eligibility does not guarantee that a bursary award will be made. Bursary funding is limited, so a partial award may be awarded if insufficient funding is available.*

Completed application forms must be returned, along with all required evidence, to the Post 16 office.

Please do not hesitate to contact school if you should have any further questions. You can do this via email to [post16@astonacademy.org](mailto:post16@astonacademy.org).