



# Springwood Sixth Form

## 16 – 19 Bursary Guidelines for Applications

For some learners, it can be difficult to meet the costs of learning – either day to day expenses or for specific items of equipment that are essential for the course. The 16–19 Bursary is designed to help and support any student who faces financial barriers to participation in their education. There are three elements to this fund:-

### 1. Bursary Fund

This is aimed at students who are most in need. To be eligible for the bursary of £1,200 a year you must be a **student (not parents)** who is either;

- In care;
- A care leaver;
- In receipt of income support; or,
- A disabled young person receiving Employment Support Allowance and Disability Living Allowance.

### 2. Discretionary Award

Springwood Sixth Form will also operate a discretionary support system for other 16-19 students who face genuine financial difficulties.

### 3. Travel Grant

Students are able to apply for a Travel Grant if they live more than 12 miles from school regardless of financial circumstances

## Application Process

Eligibility will be determined via formal application process. Application Forms are available to download from the School Website, Sixth Form Office or from Miss Larkman in the Admin Office. You must ensure that all questions on the application form are answered clearly and attach relevant supporting documents.

Please return your completed form and supporting evidence to the Admin Office, Springwood High School, Queensway, Kings Lynn, Norfolk, PE30 4AW.

Springwood Sixth Form will process the information and will advise you, in writing, of the outcome.

**All eligible payments will be subject to compliance with the Sixth Form Code of Conduct, Attendance Policy and adherence to subject work deadlines.** Payments will be back-dated to the start of the courses the student has enrolled upon.

All bursary payments will be made directly into the student's personal nominated account, each half term, and will be subject to the conditions laid down by the Sixth Form.



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Please complete all information in BLOCK capitals:

Surname:		Forename:	
Date of Birth:	Age:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Previous School Name:			
Home Address:			
How long have you been resident in the UK?			
Home Telephone Number:		Parent Mobile Number:	
Student Mobile:		Student E Mail:	

## Questions 1- 4 for Bursary Fund (£1,200) only

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No
4. Are you a disabled young person in receipt of employment and support allowance who are also in receipt of disability living allowance?	Yes	No

**If you answered YES to question 3 or 4 please attach evidence of this with your application form.**

## For Discretionary Awards Only (Questions 5 – 8)

5. Are you eligible for free school meals?	Yes	No
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**If you answered YES to any of the above questions, please attach evidence of this with your application form.**

6. What is your household income? (Please complete)	£
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Please supply evidence of your household income by way of

- **P60;**
- **Receipt of Benefit Notification,**
- **Tax Credit Award Notification or Self Employed Income Notification.**

<p>7. Please state why you are in financial difficulty and why you believe your situation to be exceptional and to merit additional support. Please state what you hope to achieve from this additional support</p>	
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8. Please provide details of these requirements and approximate costs

Item Assistance Requested for:	Required, please tick	Cost, if known
Transport		
Course Materials/Equipment		
Trips/University Visits		
UCAS Applications		
Extra-Curricular Activities		
Other, please specify;		

## For Travel Grant Only (Question 9)

9. Do you live more than 12 miles from school?	Yes	No
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10. Please provide the student's banking details, where funds will be sent by BACS	
Account Holder's Name	
Bank Name:	
Sort Code:	
Account Number:	

I/We confirm that all information provided is true and I will notify the Sixth Form if any circumstances change. I/We understand that the bursary/discretionary award will be provided subject to compliance with the Sixth Form's Code of Conduct, Attendance Policy and subject work deadlines. I/We understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

**Please hand this form to Miss Larkman in the Admin Office along with any relevant evidence for processing.**

Student Signature:

Parent Signature:

Date:

## **Data Protection and Confidentiality**

All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of the application, will be held and maintained in accordance with Data Protection Legislation.

The data will not be passed to any other third party without your consent, except when the School is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Business Director. Applications are seen only by the Sixth Form Team and School Finance colleagues.



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## **Document checklist**

You must supply all relevant documents with your application. Please confirm which information is enclosed. For auditing purposes, we must keep all the supporting documentation with your application.

Supporting documentation:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.