



Springwood High School Sixth Form Bursary Application 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/or Disability Living Allowance.

2. Discretionary Award

Springwood Sixth Form will also operate a discretionary support system for other 16-19 students who are from lower income households or are experiencing other temporary 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 the Finance 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 Finance 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. Payments will be back-dated to the start of the courses the student has enrolled upon and will be made directly into the student's personal nominated account, each half term.

All eligible payments will be subject to compliance with the Sixth Form Code of Conduct, Attendance Policy and adherence to subject work deadlines.

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:	
How many adults (18 years old or over) are living in the household?	How many children over the age of 14 years old are living in the household?	How many children under 14 years old are living in the household?	

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

Are you a young person in care?	Yes	No
Are you a care leaver?	Yes	No
Are you a young person in receipt of income support?	Yes	No
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 the above question, please attach evidence with your application form.

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>If your application is a result of temporary financial difficulty, please give a brief overview of your circumstances to support of your claim.</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.

Student Signature:

Parent Signature:

Date:

Please hand this form to the Finance Office along with any relevant evidence for processing.

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.

Document checklist

You **must** supply all relevant documents with your application. Please confirm which information is enclosed. For auditing purposes, we must view all supporting documentation with your application. In line with GDPR, once your application has been processed and you have been notified of the outcome of your award, all confidential information supplied in support of your application will be destroyed securely.

Supporting documentation:

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