

## 16-19 Bursary Fund Application Notes

1. All applicants and their parents need to complete the following parts of the Application Form:

Part 1 – Student and Bank Account Details

Part 2 – Parent/Carer Details

Part 6 – Declaration

2. Students should complete **ONE** of the following sections, depending upon the category they fall into:

Part 3 – High Priority Funding (Vulnerable Groups Bursary)

Part 4 – Medium Priority Funding (Discretionary Bursary)

Part 5 – Low Priority Funding (Discretionary Bursary)

3. Please ensure the correct evidence is enclosed with your application form:

For High Priority Funding	Original documentation setting out the benefits you receive, or written confirmation of your current or previous looked after status from the Local Authority which looks after you.
For Medium Priority Funding	<p>We will check the list provided by the Local Authority which confirms which students are eligible for Free School Meals and/or are Pupil Premium.</p> <p>If you are applying based on low household income, we require evidence of receipt of benefits/low income within the household. E.g. three months Universal Credit award notice, three months of wage slips, bank statements showing income, etc.</p>
For Low Priority Funding	Proof of low-income entitlement. Evidence could be 3-6 months bank statements, wage slips or P60, or a Universal Credit award notice.

4. Please ensure that all relevant parts are completed fully and in as much detail as possible. Please ensure each page is signed by the student and/or parent as applicable.

Reviewed July 2020  
DRAFT