

## 16-19 Bursary Fund Application Notes

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

Section 1 – Student and Bank Account Details

Section 2 – Parent/Carer Details

Section 6 – How will the funds be used

Section 7 - Declaration

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

Section 3 – Application for High Priority Funding (Vulnerable Groups Bursary)

Section 4 – Application for Medium Priority Funding (Discretionary Bursary)

Section 5 – Application for Low Priority Funding (Discretionary Bursary)

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

For High Priority Funding	<p>Letter from your local authority showing the dates you have been in care.</p> <p>Letter dated within the last three months from the Benefit Agency showing your name, address and amount received.</p>
For Medium or Low 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>Copy of Tax Credit award notice for the last full financial year which shows total household income for the year</p> <p>OR</p> <p>Letter dated within the last three months from the Benefit Agency showing your name, address and amount received allowance</p>

4. Please ensure that all relevant parts are completed fully and in as much detail as possible.