



## **Application for Bursary**

Students aged under 19 on 31/08/18 and who fall into one of the following categories may be eligible for a Bursary. Please refer to the Guidance Notes and tick as appropriate. All supporting evidence must be submitted in original format, with this application.

**(Please tick where appropriate)**

- Category 1
- Category 2
- Category 3
- Category 4

## **Supporting Evidence**

### **Category 1**

Are currently in care (as defined by social services)	<input type="checkbox"/>
Are leaving or have recently left care	<input type="checkbox"/>
Are in receipt of Income Support in their own name	<input type="checkbox"/>
Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>

### **Category 2**

Claiming Free School Meals	<input type="checkbox"/>
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### **Category 3**

Disability Living Allowance		<input type="checkbox"/>
<b>Household Income below £24,000</b>	<b>Tick those which apply</b>	<b>Evidence Required (originals please)</b>
Income Support	<input type="checkbox"/>	An award letter which is less than 3 months old on the date of application
Working Tax Credit/Child Tax Credit	<input type="checkbox"/>	Pages 1-4 of your most recent Tax Credit Award
Income-based Employment and Support Allowance (ESA)	<input type="checkbox"/>	An award letter which is less than 3 months old on the date of application
Other Benefits/Pension (specify)	<input type="checkbox"/>	An award letter which is less than 3 months old on the date of application
Earned income with no additional benefits	<input type="checkbox"/>	Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
Self-employed earning with no additional benefits	<input type="checkbox"/>	Audited accounts or official tax return

## Category 4

### Exceptional Circumstances

Please enclose a supporting letter detailing:

- (i) Where your financial circumstances are providing barriers to completing your course
- (ii) How a bursary award will support your continued studies /education. You should include details of how additional funding will allow you to meet the costs of items such as: Essential books & equipment Transport / Meals / Additional course costs, e.g. trips / Accommodation / Other items
- (iii) Please provide an estimate of the costs of the items you need. You may be asked to provide evidence of expenditure

### Use of Bursary Funds

Please indicate in the table below how the Post 16 Bursary award will support your continued studies/education. You may be asked to provide evidence of expenditure.

**(You may tick multiple boxes as appropriate)**

Books/equipment		Uniform for vocational courses	
Additional course costs, e.g. trips		Other (please specify)	
Transport			
Meals			
Accommodation			
Exam re-sit fees			
UCAS registration			
University open days/interview costs			

**Please return the completed form to the Post 16 Office by Friday 21<sup>st</sup> September 2018 with the relevant evidence attached.**

### Application approved/not approved by Bursary Committee

approved <input checked="" type="checkbox"/> not approved <input checked="" type="checkbox"/>	Authorised Bursary Signatory	Date



# HELE'S SCHOOL BURSARY CONTRACT

CATEGORY 1/2/3/4 (please circle as appropriate)

**STUDENT NAME:** \_\_\_\_\_  
(PLEASE PRINT)

**STUDENT SCHOOL EMAIL:** \_\_\_\_\_ (i.e. 13name)

If your bursary application is approved, you will be paid as outlined in the Guidance Notes which should be read in conjunction with this application form. In order for you to receive this bursary you need to meet the attendance and behaviour policy of Hele's School as outlined in the Learning Contract. In addition, the following conditions must be met:

- you will attend a minimum of 95% of lessons as detailed on your timetable across the full month
  - school holiday periods which fall within this period will be marked as 100% attendance
  - where this 95% benchmark is not met due to periods of holiday or illness, reduced payments may be made in line with these guidelines:

Attendance level of 95% or over	100% bursary payment
Attendance level of 90-94%	75% bursary payment
Attendance level of 85-89%	50% bursary payment
Attendance level below 85%	no bursary payment

- you will be punctual to all lessons and register your attendance
- you will follow the school's absence procedure
- you will meet all deadlines and all private study as set by subject teachers
- you will attend any examinations you are entered for

I have read this information and understand the content. I confirm that the details on this application form are true and accurate. I am not currently in receipt of a Post 16 Bursary from another provider. If my circumstances change I will inform Hele's School immediately and understand that this may affect future payments.

## Student

*Signature* ..... *Print name* ..... *Date* .....

## Parent/ Guardian

*Signature* ..... *Print name* ..... *Date* .....