

# Westcountry Schools Trust

## Hele's School



### 16 – 19 Bursary Application Form 2023-24

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#### INTRODUCTION

- PRIOR TO COMPLETING THIS FORM PLEASE READ THE GUIDANCE NOTES
- BURSARY COMMITTEE WILL NEED TO HAVE EVIDENCE OF ENTITLEMENT BEFORE APPROVING APPLICATION
- PLEASE COMPLETE THIS FORM IN CAPITALS AND IN BLACK OR BLUE INK
- PLEASE ENSURE THE APPLICATION IS COMPLETE WITH ALL RELEVANT, **ORIGINAL** SUPPORTING EVIDENCE BEFORE SUBMITTING IT

#### Student Details

Title:		Forename(s):		Surname:						
Preferred Forename(s):										
Tutor Group		Date of Birth:	D	D	M	M	Y	Y	Y	Y
Home address and postcode:										
Mobile Number:										
Email address:										
Have you been resident in the UK for more than 3 years? Yes / No										

#### Courses being taken in Sixth Form


## Category of bursary being claimed

Please refer to the Guidance Notes and tick as appropriate. All supporting evidence must be submitted in original format, with this application.

(Please tick as appropriate)

V1	
D1	
D2	
D3	

## Supporting Evidence

**V1 – see guidance notes for further details of evidence required to support claim**

Are currently in care (as defined by social services)	
Are leaving or have recently left care	
Are in receipt of Income Support or Universal Credit in their own name	
Are disabled and in receipt of Disability Living Allowance or Personal Independent Payment in your own name <b>and</b> Employment Support Allowance	

**D1, D2 and D3 - see guidance notes for further details of evidence required to support claim**

Evidence	Tick those which apply	Details of evidence required (originals please)
Income Support		An award letter which is less than three months old on the date of application
Working Tax Credit		Pages 1-6 of the current year Tax Credit Award (i.e. 6 April 2023 – 5 April 2024)
Income-based Employment and Support Allowance (ESA)		An award letter which is less than three months old on the date of application
Universal Credit		The last three months awards statements
Other Benefits/Pension (specify)		An award letter which is less than three months old on the date of application
Earned household income with no additional benefits ( <b>D3 only</b> )		Include last three months of household wage slips

### D3 – additional information needed

#### 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 and 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 – see guidance section below for further details.

Type of support	Value to be claimed (£)	Further details	PAYMENT TYPE PLEASE TICK PREFERENCE			
			Pay to student via monthly allowance	Student to buy and claim back on production of receipt	Order via School	Pay't in Kind
Transport to/from School						
Study Books						
Course Fees						
Curriculum Trips						
Food Allowance						
Equipment						
IT equipment						
UCAS registration						
University Open Days/interview costs						
Other (please specify)						
<b>TOTAL</b>						

## Guidance

### Type of support

Please indicate in the 'Value to be claimed' column whether you wish to claim for costs, by following the guidelines below:

- **Transport** – please provide an expected value of what this will cost. Depending on the individual school/travel arrangements, this will either be paid to the relevant organisation directly or to the student to then make onward payment.
- **Study Books** – please provide an expected value of what these will cost.
- **Course Fees** - please provide an expected value of what these will cost. These costs will be paid on your behalf (payment in kind).
- **Curriculum Trips** – please provide an expected value of what these will cost. These costs will be paid on your behalf (payment in kind).
- **Food allowance** – the value of this will depend on your school. Please indicate in 'Other details' column if you wish to claim for this and the school will calculate the amount to be allocated. This will then be added directly to your catering account by the school (payment in kind).
- **Equipment** - please provide an expected value of what this will cost and provide further detail as to what equipment will be purchased.
- **IT equipment** - please provide an expected value of what this will cost and provide further detail as to what IT will be purchased.
- **UCAS registration** – please provide expected value of what this will cost (payment in kind).
- **University open days / interview costs** - please provide an expected value of what this will cost and provide further detail as to what this will include.
- **Other** - please provide an expected value of what this will cost and provide further detail as to what this will include.

Please note – you are expected to keep and provide receipts for all items purchased directly by you. These receipts should match the value of bursary funding awarded. Copy of receipts should be submitted to your Sixth Form Team at the end of each term, in an envelope with your name and Tutor Group clearly marked on it. A reconciliation of funding paid and costs incurred will take place at the end of the academic year. Any unspent funds may be recovered at this point.

### Payment type options:

#### Pay to student via monthly allowance

Anything requested and approved in this category will be totalled up and paid to you in nine monthly instalments (October – June).

You are expected to keep and provide receipts for all items purchased directly by you. These receipts should match the value of bursary funding awarded. Copies of receipts should be submitted to your Sixth Form Team at the end of each term, in an envelope with your name and Tutor Group clearly marked on it.

A reconciliation of funding paid and costs incurred will take place at the end of each term. If receipts are not provided it may result in future payments being stopped and/or funds being recovered.

**Student to buy and claim back on production of receipt**

If you chose to purchase an approved item from your own funds, we can then reimburse this cost to you, provided the receipt is provided and the items have been pre-approved.

**Order via school**

If you would like the Sixth Form Team to purchase a specific item on your behalf, please provide the exact details of the item and where it can be purchased from and this can be paid for directly from the bursary fund.

**Payment in kind**

This will include all items that can be paid for on your behalf e.g. course fees, food allowance, curriculum trips and transport (depending on the individual school arrangements).

**Purchase of IT and equipment**

Please be aware that a condition of the bursary fund is that IT and other equipment with a value over £100 must be returned to the School when you have completed your study programme.

**Please complete and return this form to the Sixth Form Team by Friday, 22 September 2023 with the relevant evidence attached**

I agree that the evidence provided in support of this application is correct and complete to the best of my knowledge and belief.

I confirm that I have read and understood the guidance and criteria for the Post 16 Bursary fund and I am not in receipt of a Post 16 Bursary from another provider.

I confirm that I will only spend my bursary allowance on items detailed on my approved application form.

If my circumstances change, I will inform Hele's School immediately and understand that this may affect future payments.

Signed (Student): \_\_\_\_\_

Print Name (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent/Carer): \_\_\_\_\_

Print Name (Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use only: -**

Application received (date):

Supporting evidence supplied:

Supporting evidence returned: Yes / No

Category claimed: V1 / D1 / D2 / D3

FSM: Yes / No

Transport being claimed for: Yes / No

Application approved: Yes / No

Date:

Amount awarded: £

Bank details provided: Yes / No

Contract and Agreement signed and returned: Yes / No

Additional Comments/Information: