

To be eligible for Discretionary Bursary you **MUST** be aged 16-19 on 1st September (at the beginning of the current academic year) and be enrolled on a full-time funded course of study at Farlingaye High School Sixth Form.

A copy of the Bursary Policy is available on the Farlingaye High School, Sixth Form section of the website. Please complete ALL sections of this form using CAPITAL letters. Please insert N/A (not applicable) in sections not relating to your application.

SECTION 1 STUDENT DETAILS

Forename			
Middle Name			
Surname/Family Name			
Date of Birth		Age on 1 st Sept	
Home Address			
		Postcode	
Home Telephone			
Mobile Telephone			
Email address			

SECTION 2 PARENTAL CONTACT DETAILS

Title			
Forename			
Surname			
Relationship to student			
Home Address (if different from above)			
		Postcode	
Email address			

SECTION 3 HOUSEHOLD DETAILS - STUDENT

Please state who lives with you and their relationship to you
(This information may help in our assessment if you are near the income cut off point)

Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

SECTION 4 DECLARATION OF RESIDENCY

I declare I have been a resident of the UK for at least 3 years and for the previous 12 months. Proof required - either a birth certificate or valid passport (this will be copied and returned to you)
Signature of student
Date

SECTION 5 CIRCUMSTANCES

If any of the following circumstances apply to you, please tick the appropriate box:

- Your household is in receipt of means-tested benefits – *please refer to section 6 below.*
- You are looked after by the local authority or you are a Care Leaver – *please ignore section 6* and provide written confirmation of your current or previous looked-after status from the local authority.
- You as a student are in receipt of Universal Credit AND Personal Independence Payments.
- You have emergency/special circumstances affecting your living arrangements/household income or you have special financial or other circumstances not covered by any of the above. *Please see Section 6.*

SECTION 6 INCOME DETAILS (FOR HOUSEHOLD)

Please indicate which of the following benefits/income your household are currently in receipt of. You must provide proof of these with **ORIGINAL** documents (which will be copied and returned to you).

	Type of Income	Yes/No	Evidence required
A	Universal Credit		An award letter which is less than 3 months old on the date of application
B	Student is in receipt of Universal Credit <u>AND</u> Personal Independence Payments		An award letter for both, which is less than 3 months old on the date of application
C	Earned Income with no additional benefits		Your most recent P60 and last 3 months wage slips
D	Self-employed earnings with no additional benefits		Audited accounts or official tax return
E	Special Financial Circumstances e.g. sudden drop in income or changes affecting living circumstances		Covering letter explaining your situation and any relevant supporting statements

SECTION 7 STUDENT BANK DETAILS (PAYMENT WILL BE MADE BY BACS)

Bank / Building Society Name	
Branch Address	
Bank / Building Society Account Number	
Bank / Building Society Sort Code	
Bank / Building Society Account Holder's Name	
Pay Direct to Farlingaye High School - Subject/Dept:	

SECTION 8 COSTS YOU ARE CLAIMING FOR

Please attach the evidence to support your application i.e receipts/departmental letters.

Costs covered	Applying for	Cost £	Form of Evidence Attached
Free School Meals: This will be claimed at the end of each academic term based on how many meals have been taken			
Travel/Transport Costs: If your application is successful, reimbursement will be made termly on receipt of proof of purchase each term. When applying for travel expenses to attend university interviews or open days, please provide full written details with costs clearly identified. Proof of purchase will be required. Petrol claims will be paid at a maximum of 40 miles each day at a rate of 25 pence per mile.	<input type="checkbox"/> Petrol <input type="checkbox"/> Bus Other....		
Field Trips and Day Visits: Please provide full details of the field trip/day visit the member of staff organising the event together with the cost. Please note: We may expect you to make a contribution towards the cost.			
Resit Exam Fees: Please provide a written letter of agreement from the relevant subject staff.			
UCAS Application: Please note that this will be at the discretion of the Head of Sixth Form.			
Books/Materials/Equipment: Please provide a list of items required together with receipts.			

SECTION 9 STUDENT AND PARENT/CARER DECLARATION

The declaration **must** be signed by both the Student and Parent/Carer.

We certify that the information given is, to the best of our knowledge and belief, correct.
 We understand that if false information is provided, we will have to repay any money given.

Student signature: _____ **Date:** _____

Parent/Carer signature: _____ **Date:** _____

SECTION 10 ATTENDANCE AGREEMENT

The continuance of Bursary payments will be subject to the following criteria;

Attendance must be **at least 85%** with NO unauthorised absences

I accept the above terms

Signature of Student: _____ **Date:** _____

If you do not provide the information requested your application will be returned and this will delay the process.

Please note:

We cannot process your application without proof of residency i.e. Passport/Birth Certificate (See Section 4).

Please return this completed form to: Farlingaye High School Sixth Form Office

FOR OFFICE USE ONLY

Discretionary Bursary

Vulnerable Bursary

SECTION 11 SCHOOL DECLARATION

Term	Amount	Description e.g. Geog. trip	Proof (tick)	Finance

ATTENDANCE (after October Half Term)

Attendance level (Circle) : < 85% > 85%

Comment:

Signed: _____ Head of Sixth Form Date: _____

Signed: _____ Finance Department Date: _____

Reimburse Student

Pay Dept. Direct

Date BACS payment processed: _____

Calculations

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Proof of Residency	Confirmation Sent	Details Entered	Entered on SIMS
Passport No:			
Birth Certificate copied Yes / No			