

## Application for the 16-19 Bursary Fund 2020/21

St Gregory's Catholic College Bath

Administration of the fund is set out in Saint Gregory's "Arrangement of the 16-19 Bursary Fund" and is done in accordance with the ESFA 16-19 Bursary Fund Guide for 2020-21

1. Type of Bursary	
You can apply for one or the other bursary: see eligibility criteria in Guidance Notes attached ( <i>tick one</i> )	
<input type="checkbox"/>	Discretionary ( <i>complete the form in full</i> )
<input type="checkbox"/>	Vulnerable ( <i>complete only <b>Section 2</b> (Student Details) and sign the declaration in <b>Section 6</b>. The Sixth Form Administrator will advise how to make the application to the appropriate Government Department.</i> )

2. Student Details	
Forename	Surname
Address  Postcode	Home Telephone:
	Mobile:
	Date of birth:
	Age on 31/8/2020
Residency Status: Have you lived in the UK for the past 3 years? If NO, please provide details of your immigration status.	YES / NO
Who do you live with? (underline one or specify other)	2 parents.    1 parent and your step mother/father. 1 single parent only.    1 parent and their partner, Your own partner/spouse.    In care.    Alone. Other (specify)
What Subjects are you studying? Include A levels, AS levels, Core Maths, EPQ and D of E.	
Extra-curricular activities e.g. Drama Clubs, Sports Clubs, Music Lessons	

3. Parent / Carer Details	
Name of parent / carer	
Are you married?	
Are you living with a Partner?	
How many other children are living at home who are under 16 and financially dependent on you?	<i>Please provide their ages</i>

3. What support do you need?		
Only complete if you are applying for a Discretionary bursary.		
Please refer to the Course Assessment Information Sheet given to students at the start of the academic year to determine needs for course equipment, books and trips.		
Funding Requests	Tick if requesting	Additional information to support your request
1. Compulsory Course trips *		<i>e.g. Residential Trips in Biology and Geography and other compulsory non-residential trips</i>
2. Compulsory Text Books **		<i>Provide Name of each Text books required - Revision guides are <u>not</u> included.</i>
3. Transport – Travel Pass		<i>Provide Name of Bus Company, Travel Zone Code and cost of monthly pass or Route of coach if school transport</i>
4. Uniform and Shoes **		<i>Write items required:</i>
5. Stationary and/or IT Equipment **		<i>Write items required:</i>
6. Non-compulsory International Residential Trips OR DofE Registration		<i>Name of Trip /s or DofE:</i>
7. Other non-compulsory Trips		<i>Provide details if known.</i>
8. Transport costs re visits regarding Post 18 choices		<i>Provide details if known</i>
9. Other		<i>Write items required:</i>

\* Compulsory Course Trips are those which are considered essential to support the A level programme. For example, they include the Biology and the Geography Residential Field Courses in Year 12.

\*\* RECEIPTS: If the bursary is approved, receipts will be requested to verify and authorise these purchases. For example, Text books and equipment must conform to Course Assessment Information Summary Sheet provided to students during Induction; Uniform and Shoes must meet the Sixth Form Dress Code requirements. Funds must be returned for any items purchased which are not authorised and receipted. Failure to submit receipts will result in an adjustment being made for any future claims.

#### 4. Household Income

Provide details of your household income including any benefits you may or may not receive. It is very important to provide photocopies of as much supporting evidence as possible as proof of your circumstances. See requirements below. Applications will not be considered by Governors without the required supporting evidence.

Income	1 <sup>st</sup> Carer in the household	2 <sup>nd</sup> Carer in the household	Other carer (Specify)	Supporting Evidence Y/N
Self-employed gross income (before tax) after deductions of expenses.	£	£	£	
Gross earned wages / salary from a job (before tax)	£	£	£	
Other income eg maintenance payment, investment income	£	£	£	
<b>Please state the amount of any benefits received in the boxes below and state if it is per week, month or year.</b>				
Child Benefit	£	£	£	
Universal Credit	£	£	£	
Income based Jobseeker's Allowance	£	£	£	
Housing Benefit	£	£	£	
Council Tax Reduction	£	£	£	
Working Tax Credit	£	£	£	
Child Tax Credit	£	£	£	
Income related Employment & Support Allowance (ESA)	£	£	£	
Income Support (total: basic and premiums)	£	£	£	
Pension Credit (Guaranteed Credit)	£	£	£	
Statutory Sick Pay	£	£	£	
<b>Any other benefits – give specific details:</b>				

### Supporting Evidence requirements

EACH adult needs to provide proof for all income listed above. Where applicable, we require:

- Child Benefit Award Notice for each child
- Working Tax Credit statement – in full
- Last 3 months or 6 weeks of wage slips
- Self-assessment form / copy of annual accounts
- Proof of benefit income (see above)

If you get Job Seekers Allowance then your letter must indicate that this benefit is **income based**.

If you receive Pension Credit the letter must indicate the **Guarantee Credit element** of Pension Credit.

Please provide **PHOTOCOPIES ONLY**. The Sixth Form Administrator will assist those without access to a photocopier.

## 5. Additional Information

Use this space to give us any additional information about your current situation that will be useful to support your application:

## 6. Declaration

- I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.
- I am aware that the funding covers only this school year and that I must re-apply next year.
- I understand there will be regular checks of my attendance, progress and conduct and that failure to fulfil these requirements may result in my award being withdrawn.
- I agree to abide by the conditions laid out in the Administration of Bursary document and in the Student/Parent Bursary Agreement attached.
- I agree to submit inform the Sixth Form Administrator of any change of circumstances e.g. if there is a change to (a) my course, (b) my personal status (c) my household financial status (d) my mode of transport to school.
- I understand that awards are discretionary and based on household income and individual circumstances. Decisions to award bursaries, or to discontinue them, are made by a panel of governors on the basis of the information available and that their decision will be final.

Student signature: .....

Date: .....

Parent/Carer Signature: .....

Date: .....

**Data Protection:** The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

## What happens next?

- Sign the Student/Parent Bursary Agreement attached.
- Return your completed form with full proof of income to:  
**Mrs Kate Nokes, Sixth Form Administrator, The New Sixth, St Gregory's Catholic College, Combe Hay Lane, Odd Down, BATH, BA2 8PA. Email: [nokesk@st-gregorys.org.uk](mailto:nokesk@st-gregorys.org.uk) Telephone: 01225 838232**
- We will write to you when your application has been assessed and let you know how much help we can offer.
- Please note awards may be subject to change depending on the amount of funds available.
- Funding is limited and you may not receive an award.
- No awards can be paid until you are enrolled on your course.

Annual adjusted household income: £ .....

Eligible: .....

Award made YES / NO £ .....

Award authorised by: .....

Date: .....

## Student and Parent/Carer Bursary Agreement

I accept and agree to the conditions of the Learning Agreement and 16-19 Bursary as detailed below:

- Maintain high levels of attendance to lessons (85%) with unauthorised absences not exceeding 5% and comply with the rules governing attendance in the Sixth Form.
- Attend all lessons punctually including General RE, the Core Tutor Programme and Assemblies.
- Adhere to the expectations of students as laid down in the Sixth Form Handbook, including the Dress Code.
- Accept responsibility for your own learning with the support of your teachers.
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively.
- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Respect the individual rights of all members of the school community and be involved in activities within the community.
- Inform The Sixth Form Administrators of any changes to my (a) course (b) personal circumstances (c) household financial circumstances and (d) mode of transport to school. Accept that my bursary payments will be reviewed and if necessary adjusted in light of these changes in circumstances.
- Accept that awards are discretionary and made by a panel of Governors and that their decision will be final.
- Accept that the bursary may be withdrawn should the above conditions not be met or if the change to my household financial circumstances raises my above the qualifying income for a bursary award.
- Accept that receipts for all purchases awarded by the Bursary must be provided and that without these an adjustment will be made to future claims.

Student Name.....

Signature.....

Parent/Carer Name.....

Signature.....

**Please complete and return this declaration and the Application Form to  
Mrs Nokes, Sixth Form Administrator**