



## 16 – 19 Student Discretionary Bursary Application (2019/20)

### 1. Personal Details

#### 1.1 Student Details

Surname/Family Name	
First Name(s)	
Date of Birth	
Age on 31 August 2020	

#### 1.2 Address Details

Home Address	
Post Code	
Home Telephone Number	
Mobile Number	
E-mail address	

#### 1.3 Course Details

Details of Course/ Subjects being Studied	
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#### 1.4 Supporting Information

Please provide a brief summary of how you believe the bursary will help support you with your studies	
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## 1.5 Support Requested from the Student Bursary

Support Requested	Details	Estimated Amount Required
Books* & Equipment		£
Travel Expenses (to and from school – only if bus pass not available)		£
Meals (only if a Free School Meal is not available)		£
Courses/Trips		£
Other Costs (Please specify)		£
<b>Total Amount Requested</b>		£

\*School will liaise with subject teachers regarding appropriate books.

## 2. Financial Details

### 2.1 Financial Information

Are you and / or your sibling(s) in receipt of a Free School Meals	YES / NO
Sibling Name(s)	
How many siblings do you have living at home still in education?	

If you are in receipt of a Free School Meal, you do not need to provide further financial information in the Financial Assessment section of this Application and Bursary Contract.

### 2.2 Parent/Carer Details

	Parent/Carer 1	Parent/Carer 2
Surname/Family Name		
First Name(s)		
Relationship to Student		
Contact Telephone Number		

### 2.3 Financial Assessment – Household Income / Benefits

(To be completed by the person(s) responsible for household bills)

	Name	Are you Employed – Yes / No	
Person 1			If yes, please submit P60 for evidence of earnings
Person 2			If yes, please submit P60 for evidence of earnings
Student			If yes, please submit P60 for evidence of earnings

If you are not employed, please tick the relevant boxes to indicate the benefit(s) you receive.

Benefit Received	Universal Credit	Income Support	Employment Support Allowance	Incapacity Benefit	Carer's Allowance	Housing Benefit	Council Tax Benefit
Person 1							
Person 2							

### 2.4 Financial Assessment – Other Income

Other Income	Working Tax Credit	Child Tax Credit	Child Benefit	Other Grants / Bursaries	Any Other Income / benefit – please specify
Person 1					
Person 2					
Student					

**\*\*IMPORTANT\*\*** Whatever you have declared in sections 2.3 and 2.4 above must be supported by evidence (photocopies accepted) in order for an assessment to be made. Details of evidence required can be found at the end of this document.

### 3.0 Data Protection

Wetherby High School is registered with the Information Commissioner's Office (ICO) as a data controller. All information provided by you will be processed and stored securely in accordance with the principles outlined in the GDPR and UK Data Protection legislation. Further information can be found in our privacy statement which has been published on the school website.

## **Student Bursary Terms & Conditions and Declaration 2019-20**

Please carefully read the student bursary contract and declaration below before signing:

### **Term & Conditions**

Students must satisfy the following conditions in order qualify and to continue to receive bursary support:

- a. Attendance must be a minimum of 95%.
- b. Terms of the Sixth Form Contract (Learning Agreement) must not be broken.
- c. Compliance with the Wetherby High School Student Bursary Application, Terms & Conditions and Declaration.
- d. Agree that re-usable resources, such as text books, equipment, etc. provided through 16-19 Bursary Funding, are to be returned to school in a usable condition, when no longer required or on leaving Wetherby High School.

To ensure compliance with the above terms, Wetherby High School will:

- i. Check all claims for travel against the Students attendance record, if a student's attendance falls below the required level, a travel pass will not be renewed until attendance meets the required level. The student's parent/carer must also contact school each day of absence and provide a letter to explain the absence on the first day back at school.
- ii. Claims will be withheld if home learning or assignments are not up to date, until the work is completed.

### **Declaration**

1. We declare that the statements made on this form are true and to the best of our knowledge and belief are correct in every respect. We undertake to supply any additional information that may be required to verify the particulars given. We understand that if we refuse to provide information relevant to this application, that my application will not be accepted. We also undertake to inform the school of any alteration to any of the particulars in writing. We agree to repay the school in full and immediately any sums (including the cost of items purchased) if the information we have given is shown to be false of deliberately misleading.
2. We are aware that the funding covers only this school year and there is no automatic guarantee that we will qualify for funding this year, if support has been provided in a previous year.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Person 1 or 2) \_\_\_\_\_ Date: \_\_\_\_\_

<b>Type of Income</b>	<b>Evidence Required</b>
<b>Annual Salary</b>	P60 for Tax Year ending 5 <sup>th</sup> April 2019, or week 52 payslip (last week in March 2019), or month 12 payslip (March 2019)
<b>Universal Credit</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Income Support</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Job Seekers Allowance</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Employment Support Allowance</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Incapacity Benefit</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Carer’s Allowance</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Housing Benefit</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Council Tax Benefit</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Disability Living Allowance</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Any other benefit</b>	Entitlement / Award Letter – dated in the last 3 moths
<b>Working Tax Credit</b>	Working Tax Credit Award Notice dated 2019-20 (Must be Full Award Notice)
<b>Child Tax Credit</b>	Working Tax Credit Award Notice dated 2019-20 (Must be Full Award Notice)
<b>Child Benefit</b>	Award Letter
<b>Grants or bursaries</b>	Relevant Paperwork detailing entitlement and amount paid.
<b>Any other income</b>	Relevant Paperwork

