

Ribston Hall High School

16 – 19 Bursary Fund Application Form

The 16 – 19 Bursary Fund was set up by the Government to give some assistance to those students who need financial support through the academic year.

If you are living in care, a care leaver, receiving income support or are disabled in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance you will be eligible to receive a Bursary of £1200 a year.

If you live in a household with low income you may also be eligible for a bursary.

If you need any help in completing this form you should speak to your tutor.

You might be required to submit photocopies of any declared benefits or income.

Section 1 – Personal Details

| | |
|----------------|--|
| Name: | |
| Date of birth: | |
| Address: | |
| Post code: | |
| Tel: | |
| email: | |
| Subjects | |
| Tutor Group: | |

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Section 2 - Personal Circumstances (all applications are treated in the strictest confidence)

| | Yes | No |
|--|-------------|-----------------|
| Are you in Local Authority Care, a care leaver, or living with foster parents? | | |
| Are you in receipt of income support? | | |
| Are you disabled and in receipt of Employment Support Allowance and also Disability Living Allowance | | |
| Have you been in receipt of free-school meals? | | |
| Do you or your parents receive any of the following benefits? | Please tick | Amount per week |
| Income Support/JSA/ESA | | |
| Child Tax Credit | | |
| Working Tax Credit | | |
| Other income based benefit (Please specify) | | |

| If you live with or are financially dependent upon your parent(s) or guardians(s) and they are on low incomes please give the following details | |
|--|-----------------|
| Name | |
| Address(if different from yours) | |
| | Amount per week |
| Their annual earnings (including benefits) (You may have to submit proof in the form of notification from Benefit's agencies, P60, Tax Credit Award Notice or evidence of self employed earnings) | |

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Section 3 – Financial Assistance Required – only if applying mid-year

| | Date | Subject/Course | Cost | Approved (yes/no) |
|-------------------------------|------|----------------|------|-------------------|
| Materials, books or Resources | | | | |
| Educational visits | | | | |
| Exam or registration fees | | | | |
| Transport | | | | |
| Others (please specify) | | | | |

Section 4 – Student Declaration

I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform the School of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.

| | |
|---------|-------|
| Signed: | Date: |
| | |

Procedure

1. Application form to be completed by the student and submitted to 6th form administrator.
2. Your application will be assessed.
3. You will then be informed of the decision: reasons will be given for rejection of an application in whole or in part.
- 4 You are entitled to appeal against any decision (See Bursary statement)
4. Some provision may be available for immediate emergency payments.
5. If a student who has received financial assistance leaves before the completion of their course they may be required to repay all or part of their grant.

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