**A blue and black logo

Description automatically generatedNewman Sixth Student 16-19 Bursary Fund Application Form**

Academic Year 2023/24

**Important:**

* This form must be completed by the student
* Please read the guidance provided before you begin your application
* If you have any queries, please email [ckawal@cardinalnewmanschool.net](mailto:ckawal@cardinalnewmanschool.net) or telephone 01582 587570

**Section 1 – Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname |  | |
| Forenames (in full) |  | |
| Sex |  | |
| Address |  | |
| Date of birth |  | |
| Telephone number |  | |
| Email address |  | |
| Tutor group |  | |
| How long have you been a resident in the UK? | |  |
| Previous school (if not CNS) |  | |

**Section 2 – Eligibility criteria specific groupings**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a young person in care? | Yes |  | No |  |  |
| ***If YES, please provide written confirmation of looked after status from the Local Authority that looks after you – this can be in the form of a letter or email with the local authority logo is on the document*** | | | | | |
| Are you a care leaver? | Yes |  | No |  |  |
| ***Tick YES if this period/s amounting to 13 weeks or more*** | | | | | |
| Are financially independent and in receipt of benefits? | Yes |  | No |  |  |
| ***Tick YES if you are financially supporting yourself or financially supporting yourself and someone who is dependent and living with you, such as a child or partner*** | | | | | |
| Are you a young person in receipt of employment and support allowance who are also in receipt of living allowance | Yes |  | No |  |  |
|  |  |
| ***Tick YES if you are receiving (DLA) or Personal Independence Payments (PIP) in your own right as well as Employment and Support Allowance (ESA) or UC in your own right*** | | | | | |

**If you have answered YES to any of the above questions, please attach evidence of this with your application form**

**Section 3 – Household income**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible for free school meals (Household income less than £20,817 pa) | Yes |  | No |  |
| Does your household receive means-tested benefits e.g. Working Tax Credit? | Yes |  | No |  |

**Please give details of all household means tested benefits. PLEASE PROVIDE THE ORIGINAL LETTERS (we will copy and return these) AS EVIDENCE – Without this your application will not be considered**

|  |  |
| --- | --- |
| What is your household income? (Please complete) | £ |

**Please supply evidence of your household income by way of a P60, Working Tax Credit annual statement letter from HMRC, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.**

**Section 4 – How the bursary fund will be used**

How do you travel to college? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If by public transport what are the weekly costs? £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please supply evidence of the cost of transportation to college**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have any course/equipment costs? | Yes |  | No |  |  |
|  | | | | | |
| Please provide additional information | | | | | |

**Please supply evidence of these additional costs**

**Section 5 – Additional information**

|  |
| --- |
| Please provide additional information that may be relevant to your application, this may include other circumstances that you would like to make us to know which support your application |

**Section 6 – Bank details**

|  |  |
| --- | --- |
| Please provide the student’s banking details | |
| Account Holder’s name |  |
| Bank or Building Society name |  |
| Sort Code |  |
| Account Number |  |

**Section 7 – Declaration**

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Contract and understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

**Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Full Bursary**

Full Bursary students receive a vulnerable bursary which is automatically made available to the students in one of the categories below:

* Young people in care
* Care leavers (young people aged18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated)
* Students claiming Income Support or Universal Credit (in their own name)
* Disabled students receiving both Employment Support and Disability Living Allowance or PIP

All the students listed above are automatically allocated a bursary by the EFA following each Assessment Point if they have met the conditions in the 16-19 Bursary Contract concerning a student’s behaviour and attendance at Liverpool College.

For a Full Bursary you will need to submit:

* A letter from the Local Authority confirming care or leaving care arrangements.
* Claiming Receipt for both Disability Allowance and Employment Support Allowance or PIP: a letter setting out the benefit to which a young person is entitled, confirming that the terms of the benefit allow them to take part in further education
* Claiming receipt for income support /Universal Credit (paid to them not their parents).

**Discretionary Bursary**

The eligibility criteria to make an application for a Discretionary Bursary are:

* A household income of below £25,000
* A student currently entitled to Free School Meals, or
* A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals
* At the decision of the Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship
* Students who are young carers and are not in receipt of a carer’s allowance

For a Discretionary Bursary you will need to submit:

* An Income Support award letter which is less than 3 months old at the date of application.
* All pages of a recent Tax Credit Award
* An ESA award letter which is less than 3 months old at the date of application.
* A pensions/ benefits award letter which is less than 3 months old.
* 3 months of wage slips
* Self- employment audited accounts or an official tax return.

**All documents in support of the application must be original and attached to the form.**

For all bursaries, it is best practice to pay ‘in kind’ rather than in cash. For example students can have a travel pass purchased on their behalf, be given travel tickets to open days and/or provided with free school meals.

**Sixth Form Bursary Contract**

All students in receipt of funding must sign a Sixth Form Bursary Contract, which states the conditions under which the College will issue the funding.

Students must:

* Have attendance at 95% or above for the duration of the Assessment Point period unless supported by a medical note
* Display a positive attitude to learning with a grade average of 3.0 or higher on Interim Reports at each Assessment Point.
* Not disrupt the learning of other students in lessons. If a student disrupts the learning of other students, refuses reasonable requests, interrupts lessons, challenges teachers or challenges other students resulting in detention this will be recorded and lead to a deduction made to bursary payments.
* Have good behaviour around the College. Any poor behaviour leading to sanctions will result in deductions made to bursary payments

**Signature of student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**