

Lady Manners School 16-19 Bursary Fund

FUNDING APPLICATION FORM GUARANTEED & DISCRETIONARY AWARDS Academic Year 2018-2019

This form is for Post 16 students to apply for financial assistance from the Lady Manners School 16-19 Bursary Fund.
Students should only apply for one type of award.
The completed form should be handed to the Sixth Form Pastoral Manager

Section 1 – Student Details

Name of Learner (<i>please print</i>):	Ref No/ULN:	
Learner Date of Birth:		

Section 2 – Guaranteed Award (£1,200 per academic year)

Please tick the box that applies to you

- I am living in care
- I am a care leaver
- I am in receipt of Income Support or Universal Credit
- I am disabled and in receipt of both Employment Support Allowance and Disability Allowance(or Personal Independence Payments)

Section 3 – Discretionary Award

Please tick the box that applies to you

- I am in receipt of Free School Meals
- I am living in a household where annual income does not exceed £16,190
- I am living in a household where annual income is between £16,191 and £20,817

Section 4 – Supporting documentation

Evidence of household income (previous tax year) or benefits received (most recent notification) **must** be supplied in order to assess eligibility for the above awards. Students in receipt of Free School Meals or students living in care/care leavers are not required to provide evidence of income or benefits received.

Evidence attached
(please tick)

- Income Support/Universal Credit
- Income Based Jobseeker's Allowance
- Employment Support Allowance
- Disability Living Allowance/Personal Independence Payments
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Tax Credit notification
- Other evidence of household income eg most recent P60

Section 5 – Student Bank Account Details

Please note, this must be an account in the name of the student

Bank Name (eg HSBC)								
Branch Address								
Name of Account Holder (this must be the student)								
Bank Sort Code								
Bank Account Number								

Privacy Notice

The information you provide on this form will be used to assess student eligibility for a 16-19 Bursary Payment. This information may be shared with other organisations for administration and statistical purposes. These could include: the Education Funding Agency for England; the Department for Education; Derbyshire County Council. Lady Manners School is registered under the Data Protection Act 1998.

PTO

Lady Manners School 16-19 Bursary Fund

Section 6 – Declaration

1. I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct in every respect. I/We undertake to supply any additional information that may be required to support this application. I/We understand that if I/we refuse to provide any information relevant to this claim the application will not be accepted. I/We also undertake to inform the school in writing of any change in circumstances. I/We agree to repay the school in full and immediately any sums advanced, if the information I/We have given is shown to be false or deliberately misleading.
2. I/We understand that the bursary will be provided on the basis of certain conditions set by the school and that failure to meet these conditions will result in the stoppage or reduction of the bursary payment.
3. I am/We are aware that the funding covers only this academic year and that I/we must re-apply next year. I/We understand that there is no guarantee that funding will be received for future years even if the student is eligible for the current year.

Student's full name (in BLOCK CAPITALS)	
Student's signature	
Date (DDMMYYYY)	

Parent/Guardian's full name (in BLOCK CAPITALS)	
Parent/Guardian's signature	
Date (DDMMYYYY)	

Please Note: Completed applications and all necessary supporting documentation should be received in school by the end of September 2018, and by 31 October in order for the monthly payments to be backdated to September. The school will use its discretion regarding backdated payments for any applications received after this date.

Office Use Only

<i>Date received</i>	
<i>Eligibility assessed by (Name)</i>	
<i>Award Approved</i>	Yes No
<i>Type of award</i>	<i>Guaranteed Discretionary</i>
<i>Payment amount & frequency</i>	
<i>Date of first payment</i>	
<i>Notification letter sent on (date)</i>	
<i>Added to payment schedule on (date)</i>	