

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 2020, 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

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