

Please read Oldfield School 16-19 Bursary Fund Application and Payment Procedure 2018-2019 document before completing this application form.

Student Details

Title First Name Surname

Address Telephone

..... Mobile

Postcode Date of Birth/...../..... Age on 31/08/18

Residency Have you lived in the UK for the past 3 years? **YES/NO**
If NO, please provide details of your immigration status

Disability Do you have a disability and receive both DLA (or PIP) & ESA **YES/NO**

Household Details

1a Student details:

Who do you live with? 1 parent / 2 parents / partner or spouse / in care / alone

b. Are you in Care? YES/NO or have you ever been in Care? YES/NO

Why are you being asked?

Students who have been under the Care of Social Services, rather than their parents, are guaranteed a higher level of financial support while at school. If this applies, please give the contact details of your Social Worker as we will need a letter of confirmation from them before we can give you the Bursary.

Social Worker's Name: Contact Number:

Please note: if you are or have been in care, then you will not need to provide proof of your income.

2. Please ask your Parent/Guardian to complete these details:

Parent/Guardian's name:

Are you married/living with a partner? YES/NO

Do you have any other children living at home who are financially dependent on you? YES/NO

Children's ages:



Please provide either birth certificates or Child Benefit Award Notice

Level One Identified vulnerable students eligible for £1200 bursary	
I am currently in care (confirmed by Local Authority looking after the student)	
I am leaving or have recently left care (confirmed by Local Authority who look after or previously looked after the student)	
I am in receipt of Income Support or Universal Credit in place of Income Support	
I am disabled and in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance	

If you are in care or have ever been in care you **do not need** to give information about household income. Go straight to the next page and sign the declaration.

If you get any benefits, please bring in a letter confirming this.

Level Two Identified students eligible for a discretionary bursary	
I am in receipt of Free School Meals	
My total household income is less than £16190	

Level Three Identified students eligible for a discretionary bursary		
My total household income is more than £16190 but less than £25000		
Please tell us what you want funding for		Full Cost
Essential course trips	Essential Curriculum Field Trips Biology	
	Geography	
Transport requirements		
Meals in school		
Books & Equipment		

In order to assess your application, we need **proof of the household income.**

(Required for Level Two and Level Three applications only)

Household Income Annual income	Mother	Father	Other
Earned wages from a job before tax deducted	£	£	£
Other income e.g. maintenance payment			
Please tick this box if anyone you live with receives any of these benefits			
Tax Credit			
Housing/Council Tax Benefit			
Income Support			
Income Based Jobseekers Allowance			
Income Based Employment & Support Allowance			
Pension Credit (Guaranteed Credit)			
Any other benefits please name:			
Office Use			

If your household income has dropped recently, please provide additional supporting proof.

What proof to provide

Please provide photocopies, originals CANNOT be returned to you. EACH adult needs to provide proof. Where applicable, we require:



- Working tax credit statement – in full)
- Last 3 months or 6 weeks of wage slips) photocopies only
- Self assessment form/copy of annual accounts)

- If you get ESA then your letter must indicate that this benefit is **income based**.
- If you get Pension Credit the letter must indicate the **Guarantee Credit element** of Pension Credit.

Please use the space below to provide any additional information about your current situation that will be useful to support your application:

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent.

Declaration

- I agree to regularly attend at least 95% to make good progress on my course. If I fail to do this, my award may be withdrawn.
- I agree to the Behaviour Policy of the school and the Sixth Form Agreement. If I fail to do this, my award may be withdrawn.
- I agree to inform the Head of Sixth Form, Mr Nash if I change course or if household financial circumstances change.
- I agree to return any item that was bought by the school on my behalf ('in kind') at the end of my course.

Student signature Date

Parent/Guardian/Social Worker signature Date

**Have you attached proof of income?
Any forms without proof will be returned to you.**

What happens next?

Return your completed form with full proof of income to the address below. We will write to you when your application has been assessed and let you know how much help we can offer. Eligible students will be paid by BACS transfer directly into their account in 6 instalments, by cheque or 'in kind'.

Please note awards may be subject to change. Funding is limited, and you may not receive an award. No awards can be paid until you are enrolled on your course.

Once your form is completed please return to:

Mr G Nash
Head of Sixth Form
Oldfield School
Kelston Road
Bath
BA1 9AB
Any queries please telephone 01225 423582/3 Ext 119

FOR OFFICE USE ONLY:

Annual Household income £..... Eligible YES/NO

Award made YES/NO Level awarded

Letter issued to student YES/NO

Award authorised by: Date: