

16-19 Bursary Application Academic Year 21/22
(September 2021 to August 2022)



Learner Application Form

Please take care to complete **ALL** relevant sections of this form. Incomplete forms will be returned to you and the application will be delayed, which could result in loss of payments.

Section 1: Student Details

First Name:	Last Name:
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Full Address & Postcode:

Home Telephone Number:	Mobile Number (Parent/Carer):
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Date of Birth:	Student age in years on 31/08/2019:
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Section 2: Student Circumstances – Discretionary Bursary Application

Students who are currently in receipt of free school meals, or have been at any time since Year 11 can apply. The Discretionary Bursary Fund is allocated to eligible students, but is dependent on the amount of funding the school receives from Education & Skills Funding Agency (EFSA) and the number of applications received throughout the academic year.

Is the applicant currently in receipt of free school meals, or has been at any time since Year 11?	Please Circle: YES / NO
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For Finance Use Only:	
I confirm that evidence of Free Schools eligibility has been received for the applicant.	
Signed: Vanessa Adair, Finance & Facilities Manager	Date:

Section 3: Student Circumstances – Vulnerable Bursary Application

Students could get up to £1,200 if at least ONE of the following circumstances apply:

Please tick the box below that applies to the student:

Student Circumstances:	Supporting Documentation Required for application to processed: <i>(All original documentation will be returned once the application has been assessed.)</i>	Tick which Circumstance Applies:
<u>Circumstance One:</u> Student living in care or is a care leaver	Official letter/email required from Social Services or Local Authority	
<u>Circumstance Two:</u> Student is in receipt of Income Support OR Universal Credit, financially supporting themselves	Income Support Award Notice <u>OR</u> Universal Credit (current award notice) and proof the applicant is living independently	
<u>Circumstance Three:</u> Student is in receipt of both Employment & Support Allowance (ESA) OR Universal Credit (UC) <u>AND</u> Disability Living Allowance (DLA)	Employment & Support Allowance (current award notice) OR Universal Credit (current award notice) <u>AND</u> Disability Living Allowance (current award notice)	
<u>Circumstance Four:</u> Student is in receipt of both Employment & Support Allowance (ESA) OR Universal Credit (UC) <u>AND</u> Personal Independence Payments (PIP)	Employment & Support Allowance (current award notice) OR Universal Credit (current award notice) <u>AND</u> Personal Independence Payments (current award notice)	

Residency Criteria (students must have been a UK resident for 3 years at the time of application).

Has the applicant lived in the UK for the 3 years prior to September 2021?

Please Circle: YES / NO

For Finance Use Only:

I confirm all student circumstances supporting documentation has been received for the applicant.

Signed: Vanessa Adair, Finance & Facilities Manager Date:

Section 4: Application for Financial Assistance

The amount of financial assistance you may potentially receive is dependent on which Bursary you are eligible for (Vulnerable or Discretionary). The bursary is intended to help with the costs of overcoming any barriers you may have with participation to learning, and must be to support the purchase of items that the student/the student's family would have to buy themselves.

Please note:

- Students who meet the eligibility criteria (as detailed in Section 2 or 3) are not automatically entitled to a bursary if they do not have the financial needs and/or their financial needs are covered by other sources.
- A financial needs assessment will be carried out by the bursary assessment panel to confirm actual financial need and the amount of support required.
- Bursary payments will be made in-kind (where the school purchases the item on the student's behalf) in the first instance and where at all possible. Cash payments to students must be supported by evidence of the costs incurred.
- Block, blanket for flat rate cash payments are not permitted. The funding award must reflect the actual cost the student has.

Using the table below, please tell us the circumstances where you may require financial assistance and the associated costs. Please provide supporting evidence of costs where appropriate.

Assistance Required: (Please provide details below)	Amount Required:	Evidence Attached:
<u>Travel to School</u>		YES/NO
<u>Assistance with Meals</u> (if not already entitled to Free School Meals)		YES/NO
<u>Appropriate Clothing</u>		YES/NO
<u>Books or Equipment</u>		YES/NO
<u>Educational Visits</u>		YES/NO
<u>Other</u>		YES/NO

THIS INFORMATION IS STRICTLY CONFIDENTIAL AND WILL ONLY BE USED FOR THIS ASSESSMENT PURPOSE.

Section 4: Learner Declaration

To be signed by the applicant/student where possible. Where a student is unable to sign themselves, the responsible parent/guardian must sign on their behalf.

I confirm that the information and evidence given by me in this application is true and correct and I understand that giving false information may lead to bursary support being withdrawn.

I understand that the information I have provided may be shared with relevant Government agencies and the school may take steps to verify the information given.

I understand that supporting documentation relevant to my application must be provided for the application to be processed.

I understand that if my attendance, punctuality, or behaviour in school falls below acceptable standards, as determined by the bursary assessment panel, bursary support may be withdrawn.

When changes to my household financial circumstances occur (which may result in changes to my application), I confirm I will notify the school immediately.

I understand that payments I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.

I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.

I am clear that the bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs, not already provided by the school.

I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. Appeals should be made in writing to the headteacher, but if I feel I have not been treated fairly, I can follow the school's complaints procedure.

I understand that a new application will be required each new academic year of study.

I consent to copies of my application supporting documentation to be kept on file at Trinity School.

I confirm I have read, understood & agree with the information provided in the Learner Declaration above.

I UNDERSTAND THAT PAYMENTS ARE DEPENDENT UPON THE STUDENT MEETING THE ABOVE TERMS AND CONDITIONS AND CAN BE WITHDRAWN BY THE BURSARY ASSESSMENT PANEL IF NOT UPHOLD.

Applicant Signature:

Date:

Or if signing on behalf of the student:

PRINT NAME:

Signature:

Relationship to Student:

Date:

Section 5: Student Bank Account Mandate

Payments must be made to the student's OWN bank account only. In exceptional circumstances where a student is unable to administer their own account, the account of the person financially responsible for the student can be used. Payments may be made into a joint account, providing the student is one of the account holders. Third party accounts will not be permitted.

It is your responsibility to inform the Finance Office immediately of any changes to the bank account details. Failure in doing so will result in payment being delayed.

Please note that the bank account details you provide are used only for the purpose of making bursary payments.

PLEASE COMPLETE IN BLOCK CAPITALS

Applicant First Name:	Applicant Last Name:
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<p>If the applicant does not have their own bank account, the name of the person financially responsible for the applicant:</p> <p>Relationship to Student:</p> <p>PRINT FULL NAME:</p>

Bank Account Name as shown on the Bank Card:									
Bank/Building Society Name:									
Bank Sort Code:	<table border="1"> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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<p>I confirm that these details are correct and I will inform the Finance Office immediately of any changes.</p> <p>Signature of Account Holder:</p> <p>PRINT NAME:</p> <p>Date:</p>									

Trinity School will ensure that any personal information provided by you on this form will be treated in accordance with the provision of the Data Protection Act 2018. Trinity School is the Data Controller of the information you have provided on this form and is registered with the Information Commissioner's Office for the purposes of processing your personal information in relation to your application. Trinity School will not share the information provided on this form with any third party.