

## 16-19 bursary application form

This form should be used by students when applying for a 16–19 bursary, to assess which bursary, if any, the student will be eligible for – either a vulnerable or discretionary bursary. Students should complete the form; however, a declaration should be signed by both the student and their parent to indicate that the information given in the form is correct and up-to-date. **Funding is not guaranteed.**

### Section one – personal details

To be eligible for a bursary in the 2024/2025 academic year, students must be aged 16 or over, but under 19 at 31 August 2025.

If you are over the age of 19, you may be eligible for a guaranteed or discretionary bursary if you are completing a study programme you began when aged between 16-18, or if you have an EHC plan. If this is the case, please ensure you complete **section four**.

Personal details		
Name:		
Date of birth:		Age: <input type="text"/>
Home address:		
Home telephone no:		
Mobile telephone no:		
Email address:		
Young offenders		
Young offenders may be eligible for a bursary if they meet certain conditions. Please answer the following questions to determine your eligibility. <b>If this section is not applicable, please go to section two.</b>		
Are you serving a custodial sentence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been released from a custodial sentence on a temporary licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been remanded to a secure institution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section two – parental details

Parental details		
	Parent one	Parent two
Surname:		
Forename(s):		
Relationship to child:		
Home address:		
Home telephone no:		
Mobile telephone no:		
Work telephone no:		
Email address:		

## Section three – guaranteed bursaries

This section is for students who may be eligible for a vulnerable bursary and an allowance of up to £1,200. If any of the below criteria apply, students are eligible to apply for a vulnerable bursary.

The institution assesses each application on a case-by-case basis and eligibility **does not entitle any student** to receive the bursary. If a student is eligible for a vulnerable bursary, but the institution does not believe the student requires it, e.g. there are no financial needs, or financial needs are already met via alternative means, the institution may not allocate the student a bursary, or may offer a reduced allowance.

If any of the below criteria apply, please tick as appropriate. **If none apply, please skip this section and go to section four.**

Guaranteed bursaries		
Are you in care?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a recent care leaver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you receiving Income Support or Universal Credit as a result of supporting yourself	<input type="checkbox"/> Yes	<input type="checkbox"/> No

financially or someone dependent on you and living with you, such as a child or partner?		
Are you receiving Disability Living Allowance or Personal Independence Payments in your own right, as well as either Employment Support Allowance (ESA)* or Universal Credit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
Are you enrolled in a course which has a duration greater than 30 weeks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**\*Parents should be aware that if their child successfully applies for ESA, they will be unable to continue to claim Child Benefit.**

### Evidence

If any of the above criteria apply, you must provide suitable evidence to support your application. Copies of this evidence will be retained for six years for auditing purposes.

Please provide evidence as follows:

- **In care/care leaver:** written confirmation, such as a letter or an email, of current or previous LAC status from the relevant LA (the LA that looks after them or providers their leaving care services)
- **In receipt of Income Support:** a copy of the Income Support award notice, which must evidence that the student is entitled to the benefit in their own right and confirm that the student can be in FE or training.
- **In receipt of Universal Credit:** copies of the Universal Credit Award notice from the last three months, which must evidence that the student is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate or utility bills.
- **In receipt of Universal Credit/ESA and Disability Living Allowance and Personal Independence Payments:** a copy of the Universal Credit or ESA award from DWP, as well as evidence of receipt of Disability Living Allowance or Personal Independence Payment.

### Section four – discretionary bursaries

This section is for students who may be eligible for a discretionary bursary – these will be allocated on different levels (1, 2 or 3) based on a student's needs. The institution assesses applications for discretionary bursaries on a case-by-case basis and will decide how much funds should be allocated, should a student's application be successful. Discretionary bursaries may be equal to or more than the £1,200 available for vulnerable groups if a student requires this level of funding.

Household income will be considered alongside the other factors in this section to determine whether a L1, L2 or L3 bursary may be awarded.

Please provide a tick below if any of the following criteria apply. If you tick 'Yes' to any of the below, please proceed to **section five**.

Household income and circumstances		
Are you over the age of 19 and completing a course you began aged 16-18?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you over the age of 19 and have an EHC plan in place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you live with only one parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a dependant sibling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a young carer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a parent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you entitled to FSM?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Guaranteed bursary</b>	<p>This bursary makes available up to £1,200 per year. You are eligible for this bursary at least one of the following applicable:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> you're in or you recently left local authority care</li> <li><input type="checkbox"/> you get Income Support or Universal Credit because you're financially supporting yourself</li> <li><input type="checkbox"/> you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit</li> <li><input type="checkbox"/> you get Personal Independence Payment (PIP) in your name and Universal Credit</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Discretionary bursary</b>	<input type="checkbox"/> This is a bursary to cover identified and agreed costs outlined in the bursary application process. The bursary is allocated to students who need support to overcome financial barriers that might prevent them continuing in full time education  <input type="checkbox"/> Students could receive this bursary if their annual household income is below £25,000, or if their carer/s are in receipt of Universal Credit or other income-based means tested benefits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Discretionary emergency bursary</b>	<input type="checkbox"/> Is an Emergency Bursary Payment. These are considered, where sufficient funds are available, to help students who do not qualify for Level 1 or 2 bursaries but who may need help with a one-off expense due to temporary financial difficulty e.g. a redundancy or illness in the family.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Section 5 – funding needs

Please fill out the table below to outline how much funding you require to cover each cost and the length of time you require the funding for, e.g. six months of transport. The institution will use the information provided in this section alongside the information outlined in section four to determine whether your application is successful.

Funding needs		
	How much will you need per day? (£)	How long for?
Transport:		
Books and equipment:		
Uniform:		
Educational trips:		
Other (please specify):		

### Section six – bank details

Please complete the table below with details of your bank account – this should be your own bank account, not the bank account of a parent. Payments can only be made to joint accounts where the

student is the named account holder. **You must attach a current account statement to this form as evidence if you are a joint account holder.**

Students and parents should note that, should an application be successful, the institution will make in-kind payments wherever possible, such as travel vouchers, books and equipment. Payments made directly to bank accounts will only be made where in-kind payments are not possible.

Bank or building society details	
Name of branch:	
Address of branch:	
Name of account holder:	
Account number:	
Sort code:	

## Section six – important information

### Dates for submitting applications

All applications for the bursary should be submitted in a timely manner to correctly and fairly assess overall demands and distribute discretionary awards.

We do understand, however, that some needs may arise throughout the academic year. We do not implement a cut-off date for any application, so we can ensure students' needs can be met during the academic year. Wherever possible, however, applications should be submitted by the date outlined above so that funds can be distributed at the beginning of the next academic year.

### Meeting attendance and behaviour expectations

For an application to be successful, all students must meet the agreed standards for attendance and behaviour set by the institution. Students must adhere to the Student Code for Learning and have a minimum attendance rate of 95 percent at timetabled lessons to continue to be eligible for a bursary.

If absences are authorised, this will not affect a student's eligibility for the bursary. Vacation breaks and unauthorised absences are not permitted during school time and will affect their eligibility.

Students and parents should be aware of the impact that poor attendance and behaviour may have on eligibility for a bursary. Where there are concerns regarding attendance or behaviour, the

institution may withhold further payments of the bursary. The institution will also stop payments where a student has been absent for a period of four consecutive weeks or more, excluding holidays or if the student intends to return.

Before withholding any payments, the institution will consider the effect that this may have on students' individual circumstances.

### **Providing false information**

Students and parents must be aware that any evidence provided to support this application must be valid. Where false information is supplied, the institution has the right to investigate this. The institution will stop further payments and attempt to recover any past payments where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, the institution will report this to the ESFA and may also report it to the police. This involves the following:

- The amount of money is in excess of £1,200
- The particulars of the fraud are novel, unusual, systematic or complex
- There is likely to be great public interest due to the nature of the fraud or the people involved

### **Maintaining confidentiality**

Any information given to the institution will **only** be used for the purpose of processing your application for a 16-19 bursary. Your information, eligibility or application (whether successful or not) **will not** be shared with other students or staff members. Where we deem it necessary to share this information, we will only do this with your **consent**, unless the law permits us to do so. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The institution has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. You will be informed if your information is being shared in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.

### **Section seven – declaration**

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the school immediately to ensure funding is allocated correctly.

Name (student):

Signed:

Date:

Name (parent):

Signed:

Date:

---

**For office use only**

Fill in the table as applicable and use the eligibility checklist to outline whether sufficient evidence (where necessary) has been received to support the student's application.

For office use only		
Date received:		
Completed by (name):		
Date of bursary review:		
Has the student's application been accepted or declined?		
Which bursary has been approved?		
Reason for application being accepted/declined:		
Is evidence present?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Eligibility checklist		
Vulnerable bursaries only		
In care/care leaver		
Written confirmation of current or previous LAC status from relevant LA	<input type="checkbox"/>	
In receipt of Income Support		
Copy of Income Support award notice – this includes evidence that the student is entitled to the benefit in their own right and confirms that the student can be in FE or training	<input type="checkbox"/>	
In receipt of Universal Credit		
Copies of the Universal Credit Award notice from the last three months – this includes evidence that the student is entitled to the benefit in their own right	<input type="checkbox"/>	
Confirmation of the student's independent status, e.g. a tenancy agreement in the student's name, a child benefit receipt, children's birth certificate or utility bills	<input type="checkbox"/>	
In receipt of Universal Credit/ESA and Disability Living Allowance and Personal Independence Payments		

A copy of the Universal Credit or ESA award from DWP	<input type="checkbox"/>
Evidence of receipt of Disability Living Allowance or Personal Independence Payment	<input type="checkbox"/>
<b>Discretionary bursaries only</b>	
Household income and circumstances	
Evidence of household income at either L1, L2 or L3	<input type="checkbox"/>
Evidence of living in a single-parent family	<input type="checkbox"/>
Evidence of having a dependant sibling	<input type="checkbox"/>
Evidence of being a young carer	<input type="checkbox"/>
Evidence of being a parent	<input type="checkbox"/>
Evidence of being in receipt of FSM	<input type="checkbox"/>
Travel and course information	
Evidence of living 3 or more miles away from the institution	<input type="checkbox"/>