



16-19 BURSARY FUND APPLICATION FORM

2023-24 ACADEMIC YEAR

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data controller is The Arthur Terry Learning Partnership. The data you provide will be used to assess and facilitate your entitlement to financial support from the 16-19 Bursary Fund. The Arthur Terry Learning Partnership, in fulfilling its data protection obligations, will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998. All financial information relating to your bursary application will be destroyed in line with audit requirements.

SECTION A: PERSONAL DETAILS

Surname/Family name

First name(s)

Date of birth

Present Home address

*(If your address changes
please notify us)*

Telephone number

Email address

SECTION B: COURSE DETAILS

A Levels being studied

Year group from September 2023:

Y12:

Y13:

SECTION C: STUDENT'S CIRCUMSTANCES

Please list the names of all household members living with you and relationship to you:

Name:

Relationship to Student:

How many are under 18 years of age and are still in full time education?

Have you always lived in the UK? ☐ Yes ☐ No

If **YES** please complete Sections **D to I** / If **NO** please complete sections **D to J**

SECTION D: SUPPORT REQUIRED

I am applying for the following level of bursary:

- ☐ **Level 1 bursary (No need to complete section F)**
- ☐ **Level 2 bursary** (gross household income below £25,000)
- ☐ **Level 3 bursary** (gross household income below £30,000)

Please identify which areas you require financial support with in order to complete your studies:

Travel Passes	<input type="text"/>	£	_____	Annual (Estimate)
Books	<input type="text"/>	£	_____	Annual (Estimate)
Stationery	<input type="text"/>	£	_____	Annual (Estimate)
Educational Visits	<input type="text"/>	£	_____	Annual (Estimate)
Equipment	<input type="text"/>	£	_____	Annual (Estimate)
Other	<input type="text"/>	£	_____	Annual (Please specify items needed)

Please note, you will be asked to provide receipts for all purchases made using bursary funding.

SECTION E: PLEASE TICK ALL THAT APPLY

☐ A – I am or my family are eligible for Free School Meals

Please confirm eligibility by applying online at:
<https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx>

☐ B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office

Please provide proof e.g. Home Office letter

☐ C – I am or my family are in receipt of Income Support / Universal Credit / Jobseekers Allowance

Please provide proof e.g. benefits books or bank statement

☐ D – I am a looked after child

Please provide a letter from your social worker confirming your looked after child status

☐ E – I am a care leaver

Please provide a letter from your social worker confirming your status

☐ F – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance (Personal Independence Payment)

Please provide proof e.g. benefits books or bank statement

SECTION F: HOUSEHOLD INCOME (FOR LEVEL 2 AND LEVEL 3 APPLICANTS ONLY)

	Parent/Carer 1	Parent/Carer 2	Supply Evidence
Gross taxable annual salary / wages	£	£	2023 P60 or end of March 2023 payslip
Self-employment / property income	£	£	Self-assessment tax calculation 2022/23 or certified accounts
All benefits incl. Child Benefit, Child Tax Credit, Working Tax Credit, Universal Credit, Income Support, PIP, JSA etc.	£	£	Form TC602/HMRC Award letter. Bank statement / Benefit book
Private / Occupational / State pension	£	£	Pension statement / Pension P60 2023 / Bank statement / Benefit book
Bank or building society interest	£	£	(Evidence only required if over £1000 for year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £2000 for year) Tax vouchers
TOTAL INCOME	£	£	

SECTION G: Students BANK/BUILDING SOCIETY DETAILS

Bursary payments will be paid into the students bank accounts only

Bank/Building Society

Sort Code

Account Number

Account Name

Building Society Roll Number (if applicable)

SECTION H: DECLARATION BY PARENT OR GUARDIAN

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared in Section F.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in my personal circumstances as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.

Signed : _____ Date: _____

Signed : _____ Date: _____

SECTION I: DECLARATION BY STUDENT

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.

I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study

Signed : _____ Date: _____

SECTION J: RESIDENCY INFORMATION – ONLY TO BE COMPLETED BY STUDENTS WHO HAVE NOT ALWAYS LIVED IN THE UK

When did you enter the UK?

Where did you live before you came to the UK?

Why did you come to the UK?

What is your current status (or that of your parents) in the UK?

Refugee status

☐

Indefinite leave to remain

☐

Leave to remain until _____

☐

Asylum Seeker

☐

European Economic Area Migrant Worker

☐

**Please provide copies of
your passport and any
Home Office papers.**

BURSARY APPLICATION 2023-24

IMPORTANT NOTE: If the bursary application form is not completed in full, it will be returned.

Please ensure you have provided all recent evidence of your household income. Figures stated must be on a per annum basis. Please complete the check boxes below and return with your application.

BURSARY APPLICATION CHECK LIST

- | | |
|--|--------------------------|
| 1. 2023 P60 OR END OF MARCH 2023 PAYSリップ | <input type="checkbox"/> |
| 2. RECENT BANK STATEMENT | <input type="checkbox"/> |
| 3. 2023 SELF EMPLOYMENT – SELF ASSESMENT OR CERTIFIED ACCOUNTS | <input type="checkbox"/> |
| 4. HMRC STATEMENT LETTER IN FULL (FOR CHILD TAX CREDIT & WORK TAX CREDIT) | <input type="checkbox"/> |
| 5. CHILD BENEFIT LETTER 2023 | <input type="checkbox"/> |
| 6. INCOME SUPPORT LETTER | <input type="checkbox"/> |
| 7. HOUSING BENEFIT | <input type="checkbox"/> |
| 8. PIP LETTER | <input type="checkbox"/> |
| 9. JOB SEEKERS ALLOWANCE LETTER | <input type="checkbox"/> |
| 10. UNIVERSAL CREDIT STATEMENT | <input type="checkbox"/> |
| 11. PRIVATE/OCCUPATIONAL STATE PENSION | <input type="checkbox"/> |
| 12. BANK OR BUILDING SOCIETY INTEREST STATEMENT (ONLY IF OVER £1000) | <input type="checkbox"/> |
| 13. SHARE DIVIDENDS STATEMENT (IF OVER £2000) | <input type="checkbox"/> |
| 14. IF YOUR CHILD HAS NOT ALWAYS LIVED IN THE UK PLEASE PROVIDE A COPY OF THE PASSPORT OR RELEVANT PAPERS. | <input type="checkbox"/> |
| 15. BANK DETAILS PROVIDED MUST BE THAT OF THE STUDENT. | <input type="checkbox"/> |

IF YOU THINK YOUR CHILD IS ELIGIBLE FOR FREE SCHOOL MEALS PLEASE APPLY ON-LINE VIA THE FOLLOWING LINK:

<https://www.staffordshire.gov.uk/Education/Educational-awards-benefits/FreeSchoolMeals/Apply-online.aspx>