



# 16-19 BURSARY FUND APPLICATION FORM 2024-25 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	
<i>(If your address changes please notify us)</i>	
Telephone number	
Email address	

## **SECTION B: COURSE DETAILS**

A Levels being studied				
<b>Year group from September 2024:</b>	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	£	£	2024 P60 or end of March 2024 payslip
Self-employment / property income	£	£	Self-assessment tax calculation 2023/24 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 2024 / 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
<b>TOTAL INCOME</b>	<b>£</b>	<b>£</b>	

**SECTION G: Students BANK/BUILDING SOCIETY DETAILS**

Bursary payments will be paid into the student's 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 2024-25

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

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

### BURSARY APPLICATION CHECK LIST

1. 2024 P60 OR END OF MARCH 2024 PAYSリップ
2. RECENT BANK STATEMENTS (3 MOST RECENT STATEMENTS)
3. 2024 SELF EMPLOYMENT – SELF ASSESMENT OR CERTIFIED ACCOUNTS
4. HMRC STATEMENT LETTER IN FULL (FOR CHILD TAX CREDIT & WORK TAX CREDIT)
5. CHILD BENEFIT LETTER 2024
6. INCOME SUPPORT LETTER
7. HOUSING BENEFIT
8. PIP LETTER
9. JOB SEEKERS ALLOWANCE LETTER
10. UNIVERSAL CREDIT STATEMENTS (3 MOST RECENT MONTHLY AWARDS)
11. PRIVATE/OCCUPATIONAL STATE PENSION
12. BANK OR BUILDING SOCIETY INTEREST STATEMENT (ONLY IF OVER £1000)
13. SHARE DIVIDENDS STATEMENT (IF OVER £2000)
14. IF YOUR CHILD HAS NOT ALWAYS LIVED IN THE UK PLEASE PROVIDE A COPY OF THE PASSPORT OR RELEVANT PAPERS.
15. BANK DETAILS PROVIDED MUST BE THAT OF THE STUDENT.

**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>**