



**16-19 Discretionary Bursary Fund Application
2024/25**

Please ensure you have read the 16-19 Bursary policy statement in conjunction with this form.

This form must be returned via email to bursary@hslc.co.uk with all requested documents, applications will not be processed until all supporting evidence is received.

Section 1 – To be completed by all students

Student Details

Surname	
First name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31 st August 2024	
	<u>You must be aged 16, 17, or 18 on or before 31st August 2024 to apply.</u>

Bank Details

Bank Details	Bank Name	Account Name
	Sort Code	Account Number
Paypal email address for payments		

Course Details

Full time / Part time / guided learning hours per week	
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Section 2 – To be completed by all Students

Which bursary are you applying for?

Please complete either part 1 or 2

Part 1: Vulnerable Student bursary		
Payment of £1200 in instalments in arrears during term time only		
Eligible groups for this bursary:	Tick	Supporting evidence required
Young person in care or care leaver	<input type="checkbox"/>	Please attach supporting letter from your key worker or social worker
Young person in receipt of income support	<input type="checkbox"/>	Please attach benefits paperwork dated within the last 6 weeks
Young person in receipt of Employment Support Allowance and Disability Allowance	<input type="checkbox"/>	
Young person in receipt of Universal Credit.	<input type="checkbox"/>	

Part 2: Discretionary bursary		
Eligible groups for this bursary:	Tick	Supporting evidence required
Living in a household with an annual income below £15,000 (including benefits) before tax and national insurance	<input type="checkbox"/>	A parent or carer in your household must complete the financial assessment at section 3.1, and attach any evidence listed within the assessment. Once the form has been completed and all evidence has been attached email it to bursary@hslc.co.uk
Living in a household with an annual income below £21,000 (including benefits) before tax and national insurance	<input type="checkbox"/>	
Living in a household with an annual income below £34,000 (including benefits) before tax and national insurance	<input type="checkbox"/>	

**Section 3 – To be completed by student’s parent or carer
(Discretionary bursary only)**

Financial assessment (to be completed by student’s parent or carer)

	Parent or carer 1	Parent or carer 2
Surname		
First name(s)		
Relationship to Learner		
Telephone		
E mail address		

To be eligible for the discretionary bursary you must declare that the learner is living in a household with an annual income less than £34,000 (including benefits) before tax and national insurance. Please ensure you have selected which Tier of support you are applying for in section 2 part 2. **We cannot accept P60 or wage slips on their own, we also require details of all benefits received, if you do not receive any benefits, please complete the [Financial Support Declaration](#) confirming this. You can request a paper copy of the declaration from the 6th form office.**

	Parent/Carer 1		Parent/Carer 2		Evidence to be attached
	Yes	No	Yes	No	
Are you employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes please provide the last three months' worth of payslips or your P60 for tax year 2023/24.
Are you self-employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes – SA302 form or certified accounts.

If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.

Universal Credit	<input type="checkbox"/>	Full most recent 3 month Assessment Statements – ALL pages
Working/Child Tax Credit	<input type="checkbox"/>	Full 2023/24 Tax Credit Award Notice – ALL pages
Earnings from Work or Self employment	<input type="checkbox"/>	P60 for 2023/24 or last three months' payslips If self-employed SA302 form or certified accounts
Income Support	<input type="checkbox"/>	Most recent benefit letter(s) dated within the last 3 months for each benefit OR and older letter <u>AND</u> latest 3 months bank statements showing payments
Employment and Support Allowance	<input type="checkbox"/>	
Job Seekers Allowance	<input type="checkbox"/>	
Carers Allowance	<input type="checkbox"/>	

Pensions/Pension Credit	<input type="checkbox"/>	
Housing / Council Tax Benefit		Current confirmation letter Local authority can provide evidence showing benefit amounts
Other e.g Maintenance		Documentary evidence e.g CSA letter or latest 3 months bank statements

Section 4 – 6th form related costs – What are you requesting financial assistance towards? Please tick all relevant costs, all purchases must be made through the school unless authorisation is given prior to the spend.

Stationery –e.g. books, folders, pens etc.	<input type="checkbox"/>	School meals If approved credit will be added to cashless account	<input type="checkbox"/>
Travel Costs Partial Bus pass reimbursement	<input type="checkbox"/>	Course related resources Books, calculators, equipment, sports kit etc.	<input type="checkbox"/>
Educational Trips or visits	<input type="checkbox"/>	Other – This can include a regular monthly payment if you can evidence how this will support your learning. Please give details in section 5	<input type="checkbox"/>

Please note payments will not be made until all supporting documents are received and support for meals or ongoing costs will not be back dated.

Section 5: Additional information

<p>Please provide information to support your application, e.g. details of what your financial barriers are and how you will use the bursary to overcome these.</p> <p>Use a separate piece of paper if necessary</p>	
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NOW GO TO THE DECLARATION ON THE NEXT PAGE.

This form must be returned with all requested documents to the 6th form office, applications will not be processed until all supporting evidence is received.

1.9. Declaration

Please read the declaration below and read carefully before signing:

- 1 I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

- 2 It has been explained to me that evidence of my status as a young person in care or care leaver is required (if applicable). The school have told me that they will need to seek confirmation from the Local Authority in which I am resident and to do this my application form will be sent to that Local Authority. Confirmation of the details included within this financial assessment will be required in writing from that Local Authority, (email communication is acceptable), I consent to this information being shared with the Local Authority for this purpose and I understand that this information will be managed in a confidential manner and used only for the purposes of this assessment.

- 3 I am aware that the funding covers only this academic year (Sept 23 – July 24) and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Learner Name

Date



Student's Declaration of Understanding

HSLC 16-19 Bursary Scheme 2023/24

Student Name (Block Capitals)

I declare that I understand that:

- Bursary payments are made to help meet the costs related to participation e.g. meals whilst attending course, transport, books and equipment, field trips and other course-related costs.
- Bursary payments are dependent on me making progress in my areas of study.
- Bursary payments are dependent on me attending all of my timetabled lessons and progress checks.
- Bursary payments are dependent on me behaving in a manner that is acceptable to the school's staff.
- I will raise any suspected problems with the accuracy of my attendance record with my Head of Year on the following Monday of each week so that any errors can be corrected immediately.
- I will provide evidence of medical/dental appointments in advance (if possible), and will ensure that the 6th form office is always advised in advance of any planned absences (typically 2 working days' notice).
- I understand that it is my responsibility to inform the 6th form office if my personal financial situation changes in a way that would affect my eligibility for a bursary payment.

Student Signature

Date of Signature

Staff Signature (witness)

Date of Signature