

If you wish to be considered for a Bursary, please complete this form and return it to the **Sixth Form office** at your school. Mark the envelope clearly with "16-19 Bursary".

Alternatively, email the form to: [16-19bursary@shaftesburyschool.co.uk](mailto:16-19bursary@shaftesburyschool.co.uk)

SECTION 1: Student's Details				
Surname		D.O.B		
Forename(s)		Age at 31/08/17		
Address				
Post Code				
<b>E-mail</b> We will contact you using your school email address unless you would prefer to be contacted by post to the address above or another email address. If this is the case, please provide a current email address (and let us know if this changes).				
<input type="checkbox"/> School email <input type="checkbox"/> Post <input type="checkbox"/> Other email:				
Have you been resident in the UK or EU for the whole of the three-year period preceding your course? <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>Residential Status (if 'other' please supply further details)</b>				
British Citizen	<input type="checkbox"/>	EU /EEA Citizen	<input type="checkbox"/>	Asylum Seeker
			<input type="checkbox"/>	Refugee
			<input type="checkbox"/>	Other

SECTION 2: School Registration Details			
Which school are you based at?	Shaftesbury School <input type="checkbox"/>	Sturminster Newton High School <input type="checkbox"/>	Tutor Group
Which course(s) are you taking?			

SECTION 3a: Learner Status – Do you...?	
Live in Local Authority Care <input type="checkbox"/>	Receive Income Support or the equivalent Universal Credit (UC) (in your own right) <input type="checkbox"/>
Live independently having left Local Authority Care <input type="checkbox"/>	Receive <b>both</b> Disability Living Allowance (or the new Personal Independence Payments) <b>and</b> Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) (in your own right) <input type="checkbox"/>
<b>Please provide written evidence of circumstances to support your application</b>	
If you have ticked any of the 4 boxes above, go to <b>SECTION 6</b> .	

SECTION 3b: Learner Status – Do you...?	
Live with Parents who have responsibility for you <input type="checkbox"/>	Live with Carers/Guardians who have responsibility for you <input type="checkbox"/>
Live independently <input type="checkbox"/>	Consider yourself to be a carer (care for a family member) <input type="checkbox"/>
Live with a partner <input type="checkbox"/>	Have dependent children <input type="checkbox"/>
Now go to <b>SECTION 3c</b> .	

SECTION 3c: Learner Status		
I am applying to the fund and live independently or with a partner	<input type="checkbox"/>	If you have ticked this box <b>you</b> should complete <b>SECTION 4</b> (if applicable).
I live with parents/carers/guardians (complete details below)	<input type="checkbox"/>	Ask parents/carers to complete <b>SECTION 4</b> (if applicable).
	<b>Adult 1</b>	<b>Adult 2</b>
<b>Title</b> (Mr/Mrs/Ms etc.)		
<b>Surname</b>		
<b>Forename(s)</b>		
<b>Relationship to applicant</b>		
<b>Do you receive Free School Meals?</b> <input type="checkbox"/> YES - If YES, go to <b>SECTION 5.</b> <input type="checkbox"/> NO - If NO, go to <b>SECTION 4.</b>	If you ticked "No" we advise you to apply for Free School Meals. You apply to Dorset CC regardless of the county you live in. Go to <a href="http://www.dorsetforyou.com/369746">www.dorsetforyou.com/369746</a> to fill in a short application form. Receipt of FSM allows you automatic entitlement to a bursary.	

SECTION 4: Assessment of your Household Income	
Type of Income	Evidence required
<input type="checkbox"/> Working/Child Tax Credit or Universal Credit	Page 1-4 of your 2016/2017 Tax Credit Award Notice or Universal Credit Award Notice
<input type="checkbox"/> Earned Income	P60 Tax Year ended 2016 or last 3 consecutive pay slips
<input type="checkbox"/> Self Employed Income	Most recent audited accounts or SA302 form
<input type="checkbox"/> Income Support	Award letter which is less than 6 months old confirming amount
<input type="checkbox"/> Jobseeker's Allowance	Entitlement/Award letter which is less than 6 months old confirming amount
<input type="checkbox"/> Employment Support Allowance	Award letter which is less than 6 months old confirming amount
<input type="checkbox"/> Disability Living Allowance/Personal Independence Payment	Award letter which is less than 6 months old confirming amount
<input type="checkbox"/> Pension Income	Please provide evidence dated within the last 6 months of amount
<input type="checkbox"/> Other	Please provide evidence dated within the last 6 months of amount
<b>PLEASE NOTE:</b> Legible photocopies of all documents are required. They will be kept for audit purposes and cannot be returned. Please do not send originals.	
<b>Was your annual household income in the last tax year (including tax credits) below £26,000 gross?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If No, please give your gross household income:</b> £
<b>Please give the number of dependent children in full-time education in the household (including the student applying for the bursary):</b>	

SECTION 5: Type of Assistance Requested		
Documentary evidence (invoice/receipt etc.) of these costs must be provided unless the cost is a charge made by the school. Estimates are acceptable in the first instance.	Cost	Termly or one-off payment?
<b>Transport costs associated with travel to/from school (or to/from a partner educational organisation delivering part of a Sixth Form Programme of Study)</b> Please supply details of transport used (e.g. school bus) and distance to school:	£	<input type="checkbox"/> Termly <input type="checkbox"/> One-off

SECTION 5: Type of Assistance Requested (cont.)		
<b>Personal Protective Clothing (such as chef's whites) or necessary clothing required for a course.</b> Please supply details:	£	<input type="checkbox"/> Termly <input type="checkbox"/> One-off
<b>Books, materials and equipment needed for a particular course.</b> (Please note that bursary funds are limited and as such we are unable to fund larger items such as cameras and laptops. It may be possible for departments to loan equipment to students). Please supply details:	£	<input type="checkbox"/> Termly <input type="checkbox"/> One-off
<b>The cost of educational visits related to courses.</b> Please supply details:	£	<input type="checkbox"/> Termly <input type="checkbox"/> One-off
<b>Other costs.</b> Please supply details:	£	<input type="checkbox"/> Termly <input type="checkbox"/> One-off
<b>TOTAL</b>	£	

SECTION 6: Information and Conditions
<ul style="list-style-type: none"> <li>• Students who qualify for a bursary under <b>Section 3a</b> will receive a £1200 award paid directly to the student in termly or half-termly instalments. All other awards made to students will be from the <b>Discretionary Bursary</b> fund.</li> <li>• If your application for a <b>Discretionary Bursary</b> is successful (and the funds are available) a Lump Sum Bursary award will be made three times during the year. In addition, awards can be made to help with equipment, school trips or transport costs. Bursary payments for transport and equipment cannot be made without a receipt or invoice. The level of the Lump Sum Bursary may be different each term.</li> <li>• Payments at the start of terms 2 and 3 shall only be made to students who have met the following conditions: <ul style="list-style-type: none"> <li>○ Have achieved less than 3% unauthorised absence in the previous term.</li> <li>○ Have not been the subject of any exclusion.</li> <li>○ Have achieved an average Attitude to Learning grade of at least 3 for subjects at Shaftesbury School, 5 for subjects at Sturminster Newton High School, or equivalent for other providers.</li> </ul> </li> <li>• Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.</li> <li>• All awards made are subject to the school receiving sufficient funds from the government.</li> <li>• The amount awarded will depend on the number of applications received and funds available.</li> <li>• The schools reserve the right to amend/update the application form/policy &amp; procedures during the academic year.</li> </ul>

**SECTION 7: Declaration**

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/we have included legible copies of supporting documentation. *Please ensure all evidence is provided to allow your application to be processed.*
- I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave school or am no longer eligible for the funding).
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.
- I/we understand that non-attendance and non-compliance with the school's code of conduct may result in loss of financial support.
- I/we have read the Information and Conditions in Section 6.
- I (the learner) have completed the bank details section below. **By default payments will be made by bank transfer directly to the student.** Advice on how to open a bank account is available from the finance offices at Shaftesbury School and Sturminster Newton High School.

**Learner** ..... **Date** .....

**Adult 1** ..... **Date** .....

**Adult 2** ..... **Date** .....

If returning this form via email, please type your name, the date and tick the box. Please provide electronic or paper copies of supporting evidence.

Printed forms should be signed.

<b>Office use only</b>	Date received:	Signature:
All necessary evidence received?      Yes: <input type="checkbox"/> No: <input type="checkbox"/>		Signature:
VYP Bursary: <input type="checkbox"/> Discretionary Bursary: <input type="checkbox"/> Nominal support: <input type="checkbox"/> X: <input type="checkbox"/>		Date:

**BANK DETAILS**

**Student Name** .....

**Bank Name** ..... **Account holder's name** .....

**Sort Code** ..... **Account Number** .....

**Signed** ..... **Date** .....