

16 – 19 BURSARY APPLICATION FORM

HAMMERSMITH



This form must be completed by the student applying for the bursary funding.
Please ensure that all required documents are submitted with your application.

SECTION 1 – Student Details (Please PRINT details in BLOCK CAPITALS in black ink)

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Date of Birth:	<input type="text"/>	Home Tel. no.:	<input type="text"/>
Mobile no.:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
Post Code:	<input type="text"/>		
What age were you at 31 August 2018:	<input type="text"/>		

Section 2 – Discretionary Bursary

Discretionary Bursaries will only be considered for those students whose parents are in receipt of a qualifying benefit, unless in exceptional circumstances – such as where a young person is providing care to a sick or disabled relative.

Qualifying benefits are in line with those required for free school meal entitlement.

Please indicate the type of benefit that your parent is in receipt of.

- Income Support
- Income Based Job Seekers Allowance
- Income related employment and support allowance
- National Asylum Seekers Support Scheme (NASS)
- Guaranteed Pension Credit
- Child tax credit (income less than £16,190) but not Working Tax Credit
- Universal Credit- household income must be less than £7,400 per year (after tax)

It is important to note that if your parents receive working tax credits, you will not be entitled to a discretionary bursary.

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SECTION 3 – Vulnerable student Bursary (£1,200 per annum)

This depends on the student's circumstances and benefits. Supporting documents are required for this section

Please tick the box that applies to you (not your parents):

- Are you living in Local Authority care?*
- Are you a Care leaver?*
- Do you (not your parents) receive Income Support or Universal Credit?
- Do you (not your parents) receive Disability Allowance and Employment Support Allowance?
- Do you (not your parents) receive Personal Independence Payment (PIP) in your name?

If you are applying for a vulnerable student bursary and have completed Section 3 please now go to Section 4

**If you have any queries regarding the definition of a young person in care or a care leaver, please speak to Ms Alaaya directly*

Section 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made.

For those students who are applying for the discretionary bursary; proof required should ordinarily be a letter confirming entitlements from the Job Centre Plus, or a tax credit award letter from HMRC if on credits. It must cover the current tax year i.e. from April 18

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Section 5 – Student Bank Details

Bank Name (e.g. NatWest)

Branch Location (e.g. Cathnor Road, Hammersmith)

Name of Account Holder

Sort Code (6 digits)

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Account number (8 digits)

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Section 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about which may support your application

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Section 7 – Declaration

Please read the declaration below carefully before signing:

1. I/We declare that all the information given in support of this application is correct and complete to the best of my/our knowledge and belief.
2. I agree to repay the Academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
3. False or incomplete information may result in payments being withheld or withdrawn and/or action taken to recover any payments already made.
4. I am aware that the funding covers only this Academic year and that I must re-apply next year; there is no guarantee that I will receive funding for the future years even if I am eligible for the current year.

I / We understand that:

- I/We share responsibility for the information given with any partner named on this form
- If I refuse to provide information relevant to my claim the application will not be accepted

I undertake to:

- Tell the Academy of any change in circumstances in writing.
- supply any additional information that may be required to support this application

**Please ensure you have enclosed copies of supporting documents.
Applications cannot be processed without them**

Student signature:

Date:

Parent/Carer signature:

Date:

WARNING:

Knowingly making a false or inaccurate declaration may leave you liable to prosecution. Obtaining money by deception is a criminal offence punishable by law.

Hammersmith Academy reserve the right to refuse or withdraw a 16-19 Bursary in the event that information completed on this form is found to be false or inaccurate. You have a right to appeal the denial of a bursary and in the event of this happening should write to the Chair of Governors at the Academy stating your reasons for the appeal to be heard.

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Bursary Fund Agreement

In order for my 16 – 19 Bursary Fund payment to be authorised each term I will comply with the following conditions:

- I will attend every lesson and registration – 92% attendance is the minimum
- I will be on time for all lessons and registrations
- The Attendance Officer(Ms Parbat) will be notified on the 1st day of absence
- All medical appointments must be confirmed with a letter from the Parent/Carer or Medical appointment card
- I will sign in at reception in the event of being late and understand that if I am late more than twice in one week it may results in payments being stopped

I have read and understood the conditions of this Learning Agreement and will work towards successful completion of my course. If any of my circumstances change, I will notify the KS5 Assistant Head (Ms Kerrie Moss).

Student Signature:

Date:

PRINT Name:

For Office use only:

Date received: _____

Bursary Approved: Yes / No Vulnerable student Bursary or Discretionary bursary

Authorised by: _____ Date: _____

First payment date: _____

Additional Notes: