

## 16 to 19 Bursary Fund Application: Discretionary Bursary

Discretionary Bursary: for students from lower-income households where support is necessary to overcome financial barriers and enable participation. This would typically include students from households in receipt of benefits OR students with an identifiable financial need.

### Section A (to be completed by the student)

Student's full name:		Tutor Group:	
Student's full address including postcode:			
Contact telephone number:			
School e-mail address:			
I wish to claim support from the 16 to 19 discretionary bursary fund, and I provide the following information as evidence of <b>my household circumstances</b> (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year. <b>Please note you do not have to provide all of the evidence below – any evidence you provide will be taken into consideration.</b>			
			<i>Tick as appropriate</i>
Universal Credit, Income Support, or Employment and Support Allowance: all pages of the 3 most recent award statements showing earnings for each period.			
Disability Living Allowance, Carers Allowance, or Personal Independence Payments.			
P60 or 3 months' pay slips dated within 3 months.			
Audited accounts or official tax returns or tax credits showing self-employed income.			
Pension – official letter showing an ongoing pension.			
Council Tax Reduction – all pages of an official letter showing ongoing benefits.			
Child Tax Credit and Income below £23,500 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months.			
Support under Part VI of the Immigration and Asylum Act 1999			
Entitlement to any other benefits – housing benefit etc			
Details of any other income/earnings			
Other relevant evidence relating to household income or circumstances (please specify), e.g., in receipt of free school meals in Year 11, number of dependent children etc.			
Information provided is for this purpose only and will be treated in the strictest confidence.			



Please detail what financial support you need and the costs applicable to the best of your knowledge when submitting the claim e.g., travel, essential books, equipment or specialist clothing (such as protective overalls, for example). Try here to be as specific as possible as per the guidance given above (e.g., the subject(s) involved).	Requested Amount	Agreed Amount
Travel (attach receipts to support your estimate).		
Business Attire		
Textbooks and Academic resources		
Contribution towards a laptop / required electronic equipment		
Specific course software		
Total costs applicable:	£	£

**NB: For audit purposes all receipts, invoices, etc must be filed with this claim to verify payment.**

<p><b>I confirm that I have read the school's 16-19 Bursary Fund policy and the information provided on this form is correct.</b></p> <p><b>I understand that any false information given, or failure to notify the Sixth Form administrator of a change in personal circumstances, will result in disqualification of support, and may result in further action.</b></p> <p><b>I understand that I may have to repay part, or all of this assistance offered if my attendance, conduct, or progress is not satisfactory.</b></p> <p><b>I confirm I consider myself / my child to be in financial need.</b></p>	
Student signature:	Date:
Parent/Guardian signature:	Date:

**Section B (to be completed by Bursary Fund Administrator)**

I have seen the evidence required for the 16-19 Discretionary bursary and have placed copies on the student's files.	
Bursary Committee members in attendance:	Date of meeting:
Award approved / amount:	



Administrator name and signature:	Date:
Head of Sixth Form authorisation:	Date:

- **Data Sharing**

The information provided to The John Roan School will be used to process Sixth Form Bursary applications. We may share the information provided with other bodies responsible for auditing or administering public funds, or to undertake local anti-fraud initiatives. In addition, we may share the information with third parties such as the Academy’s Local Authority/Council departments, Government departments or other local authorities. For further information on data sharing, and our full Privacy Policy, please visit our website.

- **Data Controller**

The Data Controller for personal information held by the Group’s Academies is United Learning Trust (ULT). ULT is registered with the ICO under registration number Z7415170. The Company Secretary, Alison Hussain, is responsible for ensuring that the group complies with the Data Protection Law. She can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

