



# Learn To Live Federation

## Application Form for 16-19 Bursary

*Students must be in Year 12,13 or 14 from September 2016 to be eligible to apply.*

Name of Student : \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please tick which of the following applies:-

### Vulnerable Bursary Award:

- Child in Care
- Care Leaver
- Young Person in receipt of Income Support
- Young Person in receipt of both Employment Support **and** Disability Living Allowance

### Discretionary Bursary Award

- Receiving Free School Meals
- Family in receipt of one of the following:
- Income Support
- Income Based Jobseekers' Allowance
- Employment Support Allowance (Income Related)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- The maximum level of Working Tax Credit (WTC)
- Child Tax Credit where it is the only benefit received and annual income, as assessed by the I. Revenue does not exceed £16,190
- Family can demonstrate financial hardship in other ways

**N.B Please provide copies of any documents or letters which prove care status or evidence which benefits the student or their family receives – without these your application cannot be processed.**

Families wishing to demonstrate financial hardship but not in receipt of any benefits should attach a letter of explanation giving as much detail as possible as to why they think they should be eligible for a discretionary award.

Payments will be made either in direct reimbursement of, or as payment in kind of, equipment purchases or other applicable costs. Only under exceptional circumstances will payments be made directly to bank accounts. This may be in instances where costs have already been incurred on agreed items and appropriate evidence can be produced. Please note that any equipment purchased under the Bursary scheme remains the property of the school and must be returned at the end of the period of study.

**Please turn over.**

May 2016

**PLEASE COMPLETE AND RETURN THIS FORM AS SOON AS POSSIBLE.**

No items will be purchased or reimbursements authorised unless a request has been made in writing. If you need help completing this form please contact your child's class teacher.

The maximum bursary awarded for students eligible for the vulnerable bursary is £1200  
Discretionary awards are usually in the range of £300- £600, but will depend upon the number of applications received, available funding and individual circumstances.

Expense	Details	Amount Requested
School Transport		£
School Meals		£
Snack and Cooking		£
Communication Aids/Assistive Technology/Specialist Equipment		£
Trips and Activities		£
Other Costs (Please Specify)		£
<b>TOTAL AMOUNT REQUESTED</b>		£

**Please note: items will only be repaired or replaced at your own cost or using any remaining agreed bursary allocation. Items purchased remain the property of the school.**

Declaration: I declare that the information I have given is correct at the time of the application and I will notify the School Office of any change of circumstances. I understand that Bursary is linked to attendance and maybe reduced or withheld if attendance is not satisfactory

Signed: Parent / Carer: \_\_\_\_\_ Parent / Carer PRINT NAME: \_\_\_\_\_

<b>For office use only:</b>		
Date Received:		Date Heard:
Application Approved Yes / No / Partial		Amount agreed:
<b>Justification for award:</b> _____		
_____		
_____		
Signed:	PRINT NAME:	Position: