



# L2L Federation Application Form for 16-19 Bursary



Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Academic Year for which you are applying for funding: - \_\_\_\_\_

Students must be over aged 16 and under aged 19 as at 31<sup>st</sup> August before the start of the Academic Year for which they are applying

## SECTION ONE.

Vulnerable Bursary Eligibility Criteria – please tick box below and send in documentary evidence with your application		
<input type="checkbox"/>	The Young Person is in Care	School will hold qualifying evidence
<input type="checkbox"/>	The Young Person is a Care Leaver	School will hold qualifying evidence
<input type="checkbox"/>	The Young Person (NOT their parents) is in receipt of income support/Universal Credit	Must be evidenced by letter/document from the benefits office
<input type="checkbox"/>	The Young Person (NOT their parents) is in receipt Disability Living Allowance/Personal Independence payments <b>and</b> Employment Support Allowance	Must be evidenced by letter/document from the benefits office

Please note that awards under the Vulnerable Bursary scheme are made on the basis of there being a **financial need** for assistance with the costs of remaining in Education and eligibility does not automatically mean funding will be given. If the student does not fit the above criteria or documentary evidence is not received by the School, then your application will be considered under the **Discretionary Bursary Award**

Discretionary Bursary Application Information		
<input type="checkbox"/>	Young Person is entitled to Free School Meals	School will hold qualifying evidence
<input type="checkbox"/>	Family in receipt of benefits e.g. Income Support, Pension Credit, Maximum level of working tax credit or other.	Must be evidenced by letter/document from the benefits office.
<input type="checkbox"/>	Low annual household (we do not normally consider applications where annual household income is £30,000 or above)	Must send in evidence e.g. a P60 or annual statement of Tax Credits. If in receipt of Universal Credits then please provide the 3 most recent monthly statements
<input type="checkbox"/>	Income above £30,000 but other experiencing temporary financial hardship or other extenuating circumstances apply	Please provide letter with your application confirming household income and individual circumstances.

**PLEASE NOW COMPLETE SECTION 2 AND SIGN THE APPLICATION**



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## SECTION 2

Payments will be made only as direct reimbursement of, or as payment in kind for equipment purchases or other applicable costs. Only under exceptional circumstances will payments be made directly to bank accounts. Please do not incur expenses for which you rely on repayment without prior agreement of the Finance Manager or Headteacher.

Please tick below what costs you would like assistance with. Please give as much detail as possible - don't worry if you don't know the exact costs, but let us know what period of time you would like help for e.g. if looking for support with Transport is this whole year or one term only.

√	Expense	Notes/Comments	Amount Requested
	School Transport		£
	School Meals		£
	Snack and Cooking		£
	Communication Aids/IPad/Other <i>*See note below</i>		£
	Trips and Activities		£
	Other Costs (Please Specify)		£
	<b>TOTAL AMOUNT REQUESTED</b>		£

### Notes

- Equipment which is purchased under the Bursary scheme remains the property of the school and must be returned at the end of the period of study. Communication aids and iPads are for use within school only.
- 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 amount of funding awarded for students eligible for the vulnerable bursary is £1200
- Discretionary awards are usually in the range of £600, but may be more or less than this and will depend upon the number of applications received, available funding and individual circumstances.
- Application forms can be emailed directly to [lwilliams@bidwellbrook.devon.sch.uk](mailto:lwilliams@bidwellbrook.devon.sch.uk) or returned to your child's school office marked F.A.O Lynne Williams

**Declaration:** I declare that the information I have given is correct to the best of my knowledge. I will notify the School Office of any change of circumstances. The school reserves the right to withhold or recover awards made on false or incomplete information. 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:
Justification for award/Notes: _____		
_____		
Signed:	PRINT NAME:	Position: