

16-19 Bursary Fund Application Form



West Street, Comberton,
Cambridge CB23 7DU
(01223) 262503

enquiries@combertonsixthform.org

Please complete each section listed below

- Section 1. Details of applicant
- Section 2. Details of Provider and Course
- Section 3. Eligibility Priority
- Section 4. How the funds will be used
- Section 5. (To be completed by your Post 16 Provider)
- Section 6. Declaration by applicant

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS

Section 1: Details of applicant	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Full Name: Date of Birth:		
Home address:.....		
.....Post Code:		
Tel:..... Email:		

Section 2: Details of Provider and Course
Name of Post 16 Provider: Comberton Sixth Form
Address of Post 16 Provider: West Street, Comberton, Cambs, Post Code: CB23 7DU
Details of Programme of study being followed:

Section 3: Eligibility Priority
This section will ask you to indicate under which of the 4 agreed categories you wish your application to be considered against. You will also find information about what evidence you will be required to supply to support your application.
Please indicate with a cross in the box next to the description of the category under which you wish your application to be considered against, and to confirm that you have provided the evidence required. (Please only put a cross next to one priority).
Category 1: <input type="checkbox"/> I wish my application to be considered under Priority One; ‘Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance’.
In support of my application I enclose either: a) Written confirmation of my current, or previous, looked-after status from the Local Authority who looked after me, or who provided my leaving care services; or b) A letter confirming that I am in receipt of Income Support or Employment Support Allowance and Disability Living Allowance.

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Category 2:

I wish my application to be considered under Priority Two;
'Young people who are claiming, or who are eligible to receive, a Free School Meals'

To be eligible under this priority someone in your household must be in receipt of the following qualifying benefits:

Income Support, Income Based Job Seekers Allowance, Income Related Employment & Support Allowance, Universal credits, Child Tax Credit Only, as long as your income does not exceed £16,190, Support under part VI of the Immigration & Asylum Act 1999, Guarantee Element of State Pension Credit & from the 1st May 2009 parent who have the four week run immediately after your employment ceases.

To check your entitlement to Free School Meals, please use the link below to contact the county team responsible:

<http://www.cambridgeshire.gov.uk/freeschoolmeals>

They will then test your eligibility for Free School meals and inform the college of the outcome. If you are found to be eligible then a bursary under this category will be awarded.

Category 3:

I wish my application to be considered under Priority Three: 'Young People whose household income is below £22, 482 per annum'.

In support of my application I enclose the following information:

- A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £22,482; or
- Evidence of self-employment income of less than £22,482 (SA302 or certified accounts only) for your last accounting period.

Category 4:

I wish my application to be considered under Priority Four:
'Young people who have been affected by a sudden, exceptional change in financial circumstances'.

I have enclosed a detailed statement in support of my application.

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Section 4: How the funds will be used:

Please provide below details of how the bursary funds, if awarded to you, will be used, and the amount.

Please note that those students making an application under Priority 2 will not normally be eligible to claim funding for meals or transport as they should be entitled to receive a free school meal at the provider, and to assistance with transport costs in line with the County Council's Post – 16 Transport Policy.

The bursary will be paid direct to your bank account on a half termly basis subject to the attendance and behaviour standards we set.

<u>Category</u>	<u>Amount (£)</u>
Books/equipment/specialist clothing related to the course you are following:	
Additional course costs, for example, education trips/visits:	
Transport:	
Meals:	
Other items solely related to the course you are following – please provide details:	

In order for us to pay the bursary into bank accounts please provide the students bank details

Please note we are unable to make payments into post office accounts

Account Holders Name:

Bank/Building Society:

8 Digit Account Number:

Roll Number if applicable:

Sort Code:

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Section 5:

Statement by Comberton Sixth Form

I confirm that this applicant meets the residency and eligibility criteria under which a bursary may be paid.

I confirm that this applicant is enrolled on a programme of study under which a bursary may be awarded.

I confirm that where this application is to be considered under Priority Four, that I am aware of the sudden exceptional change of financial circumstances, and that I support this application under this Priority.

I confirm that the expenditure detailed in Section 4 is relevant and appropriate for the programme of study being followed by the applicant.

Signed:

School Stamp

Name:

Position:

Date:

Section 6: Declaration by Applicant:

I confirm that the information I have provided in this application is correct to the best of my knowledge, and that I understand that I must notify Comberton Sixth Form of any change of circumstance which may affect my entitlement to a bursary payment.

I understand that if I leave before the completion of my programme of study, that I may be required to repay all or part of the amount paid to me under the 16-19 Bursary Fund.

I will notify the Welfare Benefits Service of any changes to my financial circumstances that may affect my entitlement to the Bursary Fund.

I understand that my information is being held by Cambridgeshire County Council in accordance with the Data Protection Act 1998 and will be shared with other bodies administering public funds to determine the support available and also for the prevention and detection of fraud in connection with this claim. Bank details are needed in order to make Bursary fund payments these are stored in a secure lockable place and will be held for 4 years and then removed and securely disposed of.

Signed:

Date: