



ST RICHARD REYNOLDS CATHOLIC COLLEGE

16-19 BURSARY FUND 2022 - 2023 APPLICATION FORM

Before you complete this application form please read the policy guidance carefully. Please complete this form using **BLOCK** capitals in black pen. All supporting evidence must be the original documentation. **Photocopies are not acceptable.**

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by **Friday 7th October 2022**. Applications made after this date will be considered, as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

SECTION A – to be completed by all applicants:

Student personal details:

Surname:			
Forename(s):			
Date of Birth:		Age on 31.8.22:	
Home Address:			
		Postcode:	
Student mobile number:		Student home phone number:	
Student email:			
Student National Insurance no:			

Student bank or building society account details:

Account holder name:			
Name of bank or building society:			
Branch:			
Account number:		Sort code:	
Building society roll number (if applicable):			

Please ensure these details are correct.

It is important that you check that your bank account accepts BACS transfers as this is how the bursary may be paid. Post Office and some credit union accounts do not accept BACS transfers.

School use only:			
Application checked by:		Date:	
Application complete:	Yes/No	Evidence submitted and copied:	Yes/No
More information needed:	Yes/No	Date to Finance for payment:	
Payment schedule and amounts:	Sept - £	Jan - £	Apr - £

SECTION B – to be completed by all applicants:

Which bursary are you applying for? Please complete either part 1 or 2 below:

Part 1: Guaranteed Vulnerable Bursary (A)

Usually, up to the value of £1,200 as “in kind” benefits subject to student meeting the school’s attendance, punctuality, behaviour, classwork and homework expectations.

Eligible groups for this bursary:	Tick	Supporting evidence required:
Young person in care or care leaver		Please attach supporting letter from your key worker or social worker
Young person in receipt of Income Support or Universal Credit (in place of Income Support) in your own name		Please attach benefits paperwork dated within the last 6 weeks
Young person in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in you own right as well as Employment and Support Allowance (ESA) or UC in your own right		Please attach benefits paperwork dated within the last 6 weeks

Part 2: Discretionary Bursary (B)

Usually, up to the value of £800 as “in kind” benefits subject to student meeting the school’s attendance, punctuality, behaviour, classwork and homework expectations.

Eligible group for this bursary:	Tick	Supporting evidence required:
Currently in receipt of Free School Meals or bursary or were in receipt of this within the last 5 years		St Richard Reynolds Catholic College students will be checked on school database
Other identified financial need - please explain below (continue on a separate sheet and attach, if required): _____ _____ _____ _____		If you were a student at another school/college you will need proof from your home borough confirming you were in receipt of Free School Meals or bursary within the last 5 years.

Intended spending of the 16-19 Bursary Fund A and B - to be completed by all bursary applicants

Please indicate below the items with which you require financial assistance. The list below is not exhaustive, so you may specify alternative items in the “other” section.

Please contact our Sixth Form Development Manager, Mrs Eileen Wilson e.wilson@srrcc.org.uk if you need assistance with this section.

Item	Cost	Reason
Textbooks		
Academic journal / magazine subscription		
Specialist clothing or equipment needed for an A level subject(s)		
Costs associated with attending curriculum field trips or school trips		
The loan or purchase costs of a laptop or netbook or tablet computer/chromebook		
A level subject-related computer software		
Assistance with travel costs for attendance at university open days/interviews/admissions tests etc		
UCAS Registration Fee		
DBS costs for work experience opportunities		
Costs to attend additional course/lectures/super-curricular opportunities		
Other (specify)		

SECTION C – to be completed by all applicants for all bursaries

HOUSEHOLD INCOME

As part of our responsibility to distribute the 16-19 Bursary Fund fairly and appropriately, we are required to use household income to help establish the amount of support that we award to each applicant. This information is used in conjunction with other factors, such as distance to travel from the College and the number of dependent children in the household, as well as the actual participation needs of each student.

Total Annual Household Income from employment (after tax):	
Total Annual Household Income from other sources (including any of the benefits listed below):	
Total Annual Household Income (after tax):	

Please indicate whether or not the household is currently in receipt of any of the following benefits:	<input type="checkbox"/> Income Support <input type="checkbox"/> Employment and Support Allowance Disability Living Allowance <input type="checkbox"/> Working Tax Credit <input type="checkbox"/> Child Tax Credit <input type="checkbox"/> Job Seekers Allowance (Income based) Self Employed Pension Credits <input type="checkbox"/> Universal Credit <input type="checkbox"/> Other (please specify)
No. of dependent children (under 18 years of age) living in the household:	

PLEASE PROVIDE ALL PAGES OF YOUR ANNUAL TAX CREDIT AWARD NOTICE SHOWING THE HOUSEHOLD INCOME FOR 2020-21 OR THE THREE MOST RECENT MONTHLY AWARD STATEMENTS FOR UNIVERSAL CREDIT

Parent/Carer 1

First Name		Surname	
Date of birth		NI Number	
Mobile Number		Email address	
<p>I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to share the information and evidence with the appropriate government agencies if deemed appropriate.</p>			
Signature		Date	

Parent/Carer 2

First Name		Surname	
Date of birth		NI Number	
Mobile Number		Email address	
<p>I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to share the information and evidence with the appropriate government agencies if deemed appropriate.</p>			
Signature		Date	

Please note that this information will be kept confidential and destroyed when no longer required. We will not submit this information to any third party without prior notice.

Student declaration – to be completed by all applicants:

Your application will not be assessed unless you sign and date this declaration.

- I declare that all information given on this form is correct to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim, the application may not be accepted.
- I undertake to inform the Sixth Form Development Manager in writing of any changes in the information given relating to my circumstances e.wilson@srrcc.org.uk
- I agree to abide by the terms of my Learner Agreement.
- I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that any funding covers only the school year 2022-2023 and that I may need to reapply for 2023-24.

Signed: _____

Full Name (in block capitals): _____

Date: _____