



16-19 BURSARY APPLICATION FORM 2022-2023

This form comprises of 4 sections that require completion for every application:

Sections 1-3 to be completed by Student

- (1) Student Information
- (2) a - Financial Support Requested, and
b - Bursary Request Form 2022-2023
- (3) Level of Funding Sought - *Information & Document Evidence from Parents*

Sections 4 to be completed by Parents/Carers

- (4) Parent / Carer Information

All sections of the 16-19 Bursary Application Form must be completed, printed, signed and submitted to the Sixth Form Office, marked 'For the attention of the Headteacher – 16-19 Bursary Fund' by

DEADLINE: FRIDAY 23TH SEPTEMBER 2022

What information do I need?

Prior to completing this Application Form, please read the 16-19 Bursary Policy available on the schools' website

- The details and cost of resources for each of your subjects
- You must ensure you have supporting evidence available to support to determine the level of funding approved.
- Know your Household income - We will use this to determine the Bursary Awarded to you

What evidence do I need?

Forms and supporting evidence will be considered by Trust and School Staff for the purposes of assessing eligibility for 16-19 Bursary Funds. It is assumed that by completing this Application Form you have given consent for this to happen.

Level 1 Funding

A copy of your IS or UC award that states the benefit that you (the student) are entitled to (you must be entitled to benefits in your own right).

Level 2 Funding

Income Support, or Employment & Support Allowance (income based)

(Award letter < 3 months old on the date of application)

- **Job Seekers Allowance** (Award letter < 3 months old on the date of application)
- **Incapacity Benefit** (Award letter < 3 months old on the date of application)
- **Disability Living Allowance** (Award letter < 3 months old on the date of application)
- **Carers Allowance** (Award letter < 3 months old on the date of application)
- **Universal Credit** (Last 3 consecutive months award notices at date of application)
- **Working Tax Credit/Child Tax Credits** (Pages 1-4 of the most recent Tax Credit Award)
- **Other Earnings** (please give details)
(Pay slips for the last 3 months and/or 3-6 months bank statements and/or P60 (as evidence of income))

Details to be completed by Student	
School	
Student Full Name	
Tutor group	
Course/ Subjects:	
The Application Form comprises 6 pages that are required for every application: (1) Student Information, (2) Level of Funding Sought, (3) Financial Support Requested, and (4) Parent / Carer Information	

(1) Student's Information: To be completed by the Student

DETAILS			
Surname/ Family Name			
First Names			
Date of Birth:		Age on 31 Aug 2022:	
Home Address:			
		Postcode:	
School Email:			
Home Phone:			
Mobile Phone:			
Student Bank Account Name: <i>(Account must be in Student's Name)</i>			
Account No: (8 digits)		Sort Code: (6 digits)	

Student's Declaration:

I confirm that the details I have given in the Application Form are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and / or behaviour falls below acceptable standards, funding may be removed.			
Student's Signature:		Dated:	

(2) Financial Support Requested

What specific financial support do you need?

Website link [16 to 19 Bursary Fund guide 2022 to 2023 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2022-to-2023-academic-year)
for full details of what you can apply for.

Students should consult with individual subject teachers, Heads of Department or their Head of Year as it is important that Form 1 and Form 2 are completed by the student as fully and accurately as possible as the Bursary Funding Awarded will be based on this information.

- Students should speak to their Head of Sixth Form if they have any immediate funding needs as the approval process will take up to October Half-Term Break.
- Student may elect to purchase the items prior to Bursary Award being granted but remember reimbursement will not be made to third parties but only be made to the Students' account for approved Bursary items and costs.
- Students will need to complete and submit Student Bursary Reimbursement 2022/2023 (Form 3) so that they can be reimbursed for the expenditure. Receipts to be provided to support each claim.
- Please remember that meeting the criteria for a bursary does not automatically mean you will receive the funding. There is no guarantee of an award, you may receive a full, partial or no award based on the outcome of the panel assessment of your application.
- Outcome of Panel decision will be sent to you via a letter.

1) Funding Support Request -Bursary Request Form 1 (Category A Books/Resources)

Page 1

IMPORTANT NOTE: Please remember that the school will only place order for the items detailed below once your bursary award has been approved. If you require the items beforehand, please tick the 'Need to be Reimbursed' column and once the panel has approved your Bursary Award, submit a 'Student Bursary Reimbursement 2022/2023 (Form 3)' together with the original receipts so that you can be reimbursed for the expenditure

Student Name		Tutor Group			School		
Item no	Please tick appropriate box below		Subject	Title of Book/Details of item	ISBN Numbers are essential for Books/Product code	Please provide weblink to product item where possible	Estimate Cost (£ Amount)
	Place Order	Need to be Reimbursed	Examples				
1	✓		English Literature	The Handmade's Tale: A Level York Notes	ISBN 9781292138183	Heath Books	£7.99
2	✓		Maths	Casio FX-83GTX Scientific Calculator		Amazon	£14.00
1							
2							
3							
4							
5							
6							
7							
8							
(Please use additional sheet of this Form if required)						Total Sum Requested	
For GLT Use Only:							
Head of Sixth Form (Please sign):				Name:		Date:	
Student Bursary Account:				Student Account Code:		Processed:	

1) Funding Support Request -Bursary Request Form 1 (Category A Books/Resources)							Continuation sheet 2
<p>IMPORTANT NOTE: Please remember that the school will only place order for the items detailed below once your bursary award has been approved. If you require the items beforehand, please tick the 'Need to be Reimbursed' column and once the panel has approved your Bursary Award, submit a 'Student Bursary Reimbursement 2022/2023 (Form 3)' together with the receipts so that you can be reimbursed for the expenditure.</p>							
Student Name				Tutor Group			School
Item no	Please tick appropriate box below		Subject	Title of Book/Details of item	ISBN Numbers are essential for Books/Product code	Please provide weblink to product item where possible	Estimate Cost (£ Amount)
	Place Order	Need to be Reimbursed				Total brought forward from Page 1	
9							
10							
11							
12							
13							
14							
15							
16							
17							
Total Sum Requested							
For GLT Use Only:							
Head of Sixth Form (Please sign):				Name:		Date:	
Student Bursary Account:				Student Account Code:		Processed:	

Student Name		Tutor Group		School	
<p>1) Financial Support Requested – Form 2</p> <p><i>Please note that when and if a bursary award has been granted, you will be required to submit a Bursary Reimbursement 2022/2023 Claim Form 3 together with your original receipts (except for Category C and H) -see Appendix A</i></p>					
Category	Purpose	Additional Information			£ Amount
Category B:	Travel to/from school (please specify) <i>Reimbursement for 16+ ZIP Oyster Photocard for Year 12 students</i>				
Category C:	Catering (if you are not eligible for Free School Meals): <i>NB: Approved subsidy will be transferred to your Parentpay account</i>				
Category D:	Cost of Clothing (to meet 6th form dress code): <i>(Max limit of £100 applies)</i>				
Category E:	Fees for BMAT, UKCat, LNAT tests, (or similar)				
Category F:	Travel to University Open Days:				
Category G:	Educational Visits (supporting the Curriculum): <i>NB: Approved subsidy will be transferred to Trip</i>				
Category B – G Total Sum Requested:					

(3) Level of Funding Sought - to be completed by the Student

Question 1: Are you eligible to receive a Level 1 Bursary?

(Please tick Yes/No as appropriate)

		Yes	No
1)	I am eligible to apply for Level 1 funding.		
a)	I am living in care		
b)	I have just left living in care (care leavers)		
c)	I am in receipt of Income Support (IS), or Universal Credit (UC), in my own name		
<i>If you have answered Yes above (students who are in care or a care leaver), please provide written confirmation of your current or previous looked after status from the relevant local authority. An official letter from your support/key worker should be provided as evidence.</i>			
		Evidence provided	
2)	I am in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in my own name.		
<i>If you have answered Yes above (students in receipt of qualifying benefits), please provide a recent copy of your IS or UC award that states the benefit that you (the student) are entitled to (you must be entitled to benefits in your own right).</i>			
		Evidence provided	

Question 2: Are you eligible to receive a Level 2 Discretionary Bursary?

(Please tick Yes/No as appropriate)

	Yes	No
Are you in receipt of Free School Meals ? Please note this does not automatically qualify you for Bursary Funding and you should complete the rest of question 2 in full, providing the necessary supporting evidence.		
a) I wish to apply for Level 2 Funding		
b) Parent/Carer Gross household income is below £25,000 as evidenced		
c) Parent/Carer are in receipt of benefits (as evidenced)		
d) Parent/Carer have another identifiable financial as explained below		

HOUSEHOLD INCOME will be evidenced from the supporting documents – Please all pages of the documents

If you have answered Yes above, please provide details and attach supporting evidence (please tick box below)

Income Support, or Employment & Support Allowance (income based)	<input type="checkbox"/>	Award letter < 3 months old on the date of application
Job Seekers Allowance	<input type="checkbox"/>	Award letter < 3 months old on the date of application
Incapacity Benefit	<input type="checkbox"/>	Award letter < 3 months old on the date of application
Disability Living Allowance	<input type="checkbox"/>	Award letter < 3 months old on the date of application
Carers Allowance	<input type="checkbox"/>	Award letter < 3 months old on the date of application
Universal Credit	<input type="checkbox"/>	Last 3 consecutive months award notices at date of application
Working Tax Credit/Child Tax Credits	<input type="checkbox"/>	Pages 1-4 of the most recent Tax Credit Award
Other Earnings (please give details)	<input type="checkbox"/>	Pay slips for the last 3 months and/or 3-6 months bank statements and/or P60 (as evidence of income)
Other relevant considerations (please specify)	<input type="checkbox"/>	Provide details:

4) Parent/Carer Information: To be completed by Parents / Carers

Please complete this section if you have provided details of supporting evidence and/or financial information for a Level 2 Bursary (see Section 3 – Question 2)

Parent / Carer Details:

Surname / Family name:			
First Names:			
Relationship to Student:			
Full Address:			
		Postcode:	
National Insurance Number:			
Home Phone:			
Mobile Phone:			

Parent / Carer Declaration:

I confirm that the details on this Application Form and the supporting evidence provided are true and accurate.			
Parent / Carer Full Name:			
Signature		Date	

Application Forms and supporting evidence will be considered by Trust and School staff for the purposes of assessing eligibility for 16-19 Bursary Funds. It is assumed that by completing this Application Form you have given consent for this to happen.



STUDENT BURSARY REIMBURSEMENT 2022/2023

SCHOOL:	
DATE:	
STUDENT NAME:	
TUTOR GROUP:	
FOR THE VALUE OF £:	
REASON FOR REIMBURSEMENT:	
<p>PLEASE ATTACH PROOF OF PURCHASE WITH THIS CLAIM Note that you will only be reimbursed up to the amount of Bursary Awarded to you</p>	

BANK ACCOUNT MUST BE IN STUDENT NAME	
ACCOUNT NAME:	
ACCOUNT NUMBER:	
SORT CODE:	
ACCOUNT HOLDER'S SIGNATURE:	
SCHOOL AUTHORISATION – Head of Sixth Form	
SIGNATURE:	
NAME:	
DATE:	

PLEASE EMAIL AUTHORISED CLAIM AND RECEIPTS TO: bursary@girlslearningtrust.org

FOR FINANCE USE:	
STUDENT BURSARY REFERENCE:	
STUDENT ACCOUNT CODE:	

FOR OFFICE USE ONLY:			
School			
Student Full Name			
Tutor group			
Bursary Awarded	Level 1(Vulnerable Max£1200)		Level 2
Evidenced Household Income			
Rejected Reason			
Other Notes			

Categories	Purpose	Amount Requested	Approved Amount
Category A:	Book /Resource		
Category B:	Travel to/from school		
Category C:	Catering (if not eligible for Free School Meals):		
Category D:	Cost of Clothing (to meet 6th form dress code):		
Category E:	Fees for BMAT, UKCat, LNAT tests, (or similar)		
Category F:	Educational Visits (supporting the Curriculum):		
Totals			

Evidence Provided	Tick as appropriate	Amount
Income Support, or Employment & Support Allowance (income based)		
Job Seekers Allowance		
Incapacity Benefit		
Disability Living Allowance		
Carers Allowance		
Universal Credit		
Working Tax Credit/Child Tax Credits		
Other Earnings		