

Bursary Fund

Initial Assessment Form

2018 – 2019



The following application form should be used to apply for all types of financial support. Please complete all of the questions to the best of your ability. We are unfortunately unable to process incomplete applications (which include forms with missing supporting evidence) so please seek advice from the 6th Form Administrator if you are unsure.

Every student is required to complete sections 1, 2, 3, 4 and 5. Before submitting your application please see the checklist on the back page to ensure you have included everything you need to.



Where you see this symbol, it means you need to provide some evidence.

Financial awards will be made based on your individual circumstances and may vary from others studying on the same course. Once your application has been approved you may claim for individual items on the Bursary Fund Claim Form for Specific Items.

If you wish to speak the 6th Form Administrator, please enquire at the 6th Form Office or alternatively telephone 01474 534718.

1. Personal Details of Student

First Name		Address	
Surname			
Date of Birth		Postcode	
Home Phone		Mobile Phone	
Email			
Have you lived in the UK/EU for the last three years?	Yes / No		


Any payments made in cash will be paid into the student's bank account, please provide the details listed below:

Name in which bank account is held	
Sort code	
Account Number	
Email address for the student	

2. Course of Study


What course are you studying / will you be studying?	GCSE / AS / A2 / BTEC
Is your course full time or part time?	Full Time / Part Time
What year group are you in?	


3. Financial Circumstances

What are your living arrangements? <i>Evidence required for those In Care or Leaving care only</i>		Living with both parents	
		Living with single parent	
		In Care or Leaving Care	
		Living alone or in shared accommodation	

 If you are living in care we will require written evidence from the Local Authority.

Unless you are currently living in care and have supplied the evidence outlined above, all applicants must complete the following information;

My HOUSEHOLD is in receipt of: Please tick the income that applies and supply the LATEST THREE MONTHS BANK STATEMENTS as evidence of all that apply. Please note that where a student is living with more than one parent/guardian, bank statements are needed for both parties (these can be joint statements).		Salary from Employment	
		Income from Self Employment	
		Income Support	
		Working Tax Credit	
		Jobseeker's Allowance	
		Employment Support Allowance	
		Council Tax Benefit	
		Housing Benefit	
		Disability Living Allowance	
		Guaranteed Element of Pension Credit	
Not in receipt of any of the above			

 We would expect to view the latest three months bank statements to confirm the above income. However, if there is an exceptional reason for not being able to supply these documents, please refer to the 6th Form Administrator. If it is agreed that bank statements cannot be supplied, we will need to see individual recent evidence (no more than 3 months old) of the benefit received, proof of household income (3 monthly or 4 weekly most recent consecutive payslips) or the most recent accounts for self employment. If you are supplying a Tax Credit Award Notice we will need to see the full document including the page showing the household income.

4. Reason for Application

Please tell us why you are applying for financial support and provide any further relevant information for your application. *Please do not leave this section blank and use an additional sheet of paper if necessary.*

5. Declaration

I confirm that the details contained in this application are accurate and I am aware that if I choose to discontinue my studies during the period for which the assistance was given I may be required to repay any support provided. I will inform the 6th Form Administrator if there are any changes to my circumstances.

Student Signature:

Date:


Parent/Carer Signature:

Date:

How We Use Your Personal Information

The personal information you provide us for this purpose is held confidentially within School but is subject to statutory audit.

Checklist

Have you:	
Completed all sections of the application form (all applicants should complete sections 1, 2, 3, 4 and 5.)	
Enclosed evidence of living in Care (if applicable)	
Enclosed the latest 3 months bank statements to confirm all income received OR IF AGREED*	
*IF AGREED: Enclosed recent 3 consecutive months or 4 consecutive weeks payslips (if applicable)	
*IF AGREED: Enclosed recent evidence of benefits (if applicable)	
*IF AGREED: Enclosed your most recent Tax Credit Award Notice – all pages (if applicable)	
Enclosed most recent accounts for Self Employment (if applicable)	

Please return completed forms to the 6th Form Administrator at the School. Alternatively you can post the completed application, including the relevant supporting evidence, to:

The 6th Form Administrator, St John's Catholic Comprehensive School, Rochester Road, Gravesend, Kent DA12 2JW.

Staff Use

Date Completed Application Received		Evidence Provided	
Tax Credit Award Notice Income Level	£	Assessed Annual Income	£
Category A, B or C <u>OR</u> Criteria not Met			
Notes:			