



# 16 – 19 Bursary Fund Application Form

The 16 – 19 Bursary Fund has been set up by the Government to support less well-off students who wish to study/train in the academic year 2022-23.

If you are living in care, a care leaver, receiving Income Support or Universal Credit; or are disabled in receipt of Employment Support Allowance or Universal Credit and also in receipt of Disability Living Allowance or Personal Independence Payments you will be eligible to apply to receive a Vulnerable Student Bursary of up to £1200 a year.

Alternatively, if your household income is less than £30,000 per annum you may be eligible for a Discretionary Bursary.

Our Fund Statement describing the 16-19 Bursary Scheme in greater detail is available on Farmor's School Website or from the Sixth Form Office.

If you need any help in completing this form or have any questions about it you should contact Mrs Tor Kelly, Head of Sixth Form ([tkelly@farmors.gloucs.sch.uk](mailto:tkelly@farmors.gloucs.sch.uk))

You must submit original evidence documents to support your application. These will be photocopied by the school and retained as evidence.

## Section 1 – Your Personal Details

Name:	
Date of birth:	
Address:	
Post code:	
Tel:	
Email:	
Course	
Tutor Group	

**Section 2 – Your Personal Circumstances (all applications are treated in the strictest confidence)**

	Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?		
Are you in receipt of Income Support or Universal Credit?		
Are in receipt of Employment Support Allowance or Universal Credit and also Disability Living Allowance or Personal Independence Payments?		
Are you in receipt of free-school meals?		

**Section 3 – Your household income (you will need to provide original documentation to support these figures)**

**About you**

Do you have a job?	If yes, what do you earn?	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

**About your parents/carers**

1 Do your parents/carers have a job?	If yes, what do they earn?	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
1 Are your parents/carers self-employed?	If yes, what do they earn?	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

2 Do your parents/carers have a job?	If yes, what do they earn?	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>
2 Are your parents/carers self-employed?	If yes, what do they earn?	Is this per month or week?
Yes <input type="checkbox"/> No <input type="checkbox"/>	£	Month <input type="checkbox"/> Week <input type="checkbox"/>

**About your household income**

Do you or your parents receive any income-based benefits, for example:	Amount received	Is this per month or week?
Income Support or universal credit		Month <input type="checkbox"/> Week <input type="checkbox"/>
Other income-based benefit (Please specify)		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

**Any other household income you think you should declare?**

Please let us know if you have any other household income you think may be relevant.

Income from	Amount received	Amount received
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>
		Month <input type="checkbox"/> Week <input type="checkbox"/>

### Section 3 – Financial Assistance Required

	Date	Subject/Course	Cost	Approved (yes/no)
Materials, books or Resources				
Educational visits				
Exam or registration fees				
Transport				
Meals on course				
Others (please specify)				

### Emergency Food

Students may also, if suffering severe hardship, make an application for emergency food whilst enrolled at Farmor's Sixth Form. This food support is not subject to checks on household income. If you are in need of this support, please tick the box below and Mrs Kelly will discuss this with you.

Would you like to apply for emergency food support	Yes	No
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### Section 4 – Student Declaration

I certify that the information I have provided is correct and complete and attach supporting evidence. I understand that it is my responsibility to inform Farmor's School of any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police. If I am awarded a bursary, I will observe the terms of the bursary award and the provisions of the Farmor's School's 16-19 Bursary Fund Statement as they apply to holders of bursaries.

Signed:	Date:
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### Procedure

1. Application form to be completed by the student and submitted to Mrs Tor Kelly or Mrs Anita Richardson by Monday 26th September 2022.
2. Your application will be assessed by Autumn half term unless you are applying due to a

change of circumstances later in the year.

3. You will then be informed of the panel's decision by Friday 21 October 2022; reasons will be given for rejection of an application in whole or in part.

4. You are entitled to appeal against any decision (See 16-19 Bursary Fund Statement)

5.. Some provision may be available for immediate emergency payments.

6. If a student who has received financial assistance leaves before the completion of their course, they may be required to repay all or part of their grant.

For Office Use only

Date	Action
Authorising signature	

### **General Data Protection Regulations (GDPR)**

Information on how we use and process your data can be found on the school website. If you would like a copy of the Data Privacy Notice relating to student information, it can be downloaded or requested from Mrs N Sturla, Inclusion Lead and Data Protection Officer.