

## Wadebridge Sixth Form 16-19 Bursary Fund Application Form Guidance Notes

### HOW TO APPLY FOR THE WADEBRIDGE SCHOOL 16-19 BURSARY FUND

Please read these notes carefully before completing your application form. If you need help completing the form or have any queries, please contact the Sixth Form Administrator on 01208 893905/07807 301462.

**Please remember: this is a conditional fund and, if successful, any award given will be dependent on satisfactory attendance in accordance with the Sixth Form Enrolment Contract and the conditions set out in the 16-19 Bursary Factsheet and the Wadebridge School 16-19 Bursary Policy.**

**You may also want to read the Wadebridge School 16-19 Bursary Policy for further details of how this fund is administered.**

### COMPLETING THE APPLICATION FORM

#### Section A - Personal Details

This section should be completed by the student.

#### Section B - Only 16-19 year olds need to complete this section.

**You must provide one of the following pieces of documentary evidence:**

- **If you are in care or a care leaver** you must provide a letter confirming your current or previous looked after status from the Local Authority which looks after you or provides your Leaving Care Services.
- **If you are in receipt of Income Support in your own right** you must provide a letter from the Benefits Agency outlining the details of the benefit you receive.
- **If you are a disabled young person in receipt of ESA and DLA** you must provide a letter from the Benefits Agency confirming BOTH awards.

#### Section C – Course details

Please list all of the subjects you are studying.

#### Section D – About the other people living in your home

- D.1** You must include information about your parents/step parents/parent's partner/carers.
- D.2** You should complete this section if you live independently (not with your parents/carers) and have a partner.

## **Section E – Financial Circumstances**

### **E.1 – To be completed by the parents**

If your son/daughter **IS** in receipt of Free School Meals then you do not have to provide further documentary evidence.

If your son/daughter is **NOT** in receipt of Free School Meals you need to provide a copy of an official letter or statement from the relevant Government Agency showing current entitlement to one or more of the following means tested benefits **AND** confirming your household income as £16,190 or less: Child Tax Credits, Working Families Tax Credits, Housing Benefit, Council Tax Benefit, Pension Credit, Job Seekers Allowance and Employment & Support Allowance. Please do not send original documents.

### **E.2 – To be completed by students who live independently (not with parents/carers)**

Please provide evidence as above. Please include income evidence for yourself and your partner if applicable.

## **Part F: Assistance required**

**F.1 - This section MUST be completed.** All applications are considered based on individual circumstances. It is therefore important that you provide as much detail as possible to aid your application (include a supporting letter if appropriate).

Use this section to list the additional costs that attending Sixth Form may incur, for example transport and essential course materials.

**F.2 –** If your annual household income is less than £31,000, it may be to your advantage financially to find out whether you are eligible for a Cornwall Council subsidised bus pass (contact 0300 1234 222) before applying for financial help towards a bus pass.

## **Part G – Bank Details**

**This section MUST be completed.** In order to facilitate payment by BACs transfer, students are required to provide details of a bank account into which they wish to have their bursary payments made. Payments can only be made to the student.

## **Part H - Declaration**

The declaration must be signed by both student and parent/carer. It is important that you have read and understood the information.

# Wadebridge Sixth Form

## Wadebridge Sixth Form Bursary Fund and 16-19 Bursary Fund Application Form

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Private and Confidential Financial Assessment Form in Accordance with the Data Protection Act 1998

<b>FOR OFFICE USE:</b>			
<b>Date received:</b>		<b>Evidence Provided:</b>	
<b>Eligible:</b>	<b>Yes/No:</b>	<b>16-19:</b>	<b>WSF:</b>

<b>Section A – Personal Details – To be completed by the student</b>	
<b>First Name(s)</b>	<b>Surname</b>
<b>Date of Birth</b>	<b>Age (on date of enrolment)</b>
<b>Home Address:</b>	<b>Telephone Numbers:</b>
<b>Postcode:</b>	<b>Home:</b>
	<b>Mobile:</b>
<b>Email address:</b>	

<b>Section B – To be completed only if you are aged 16-18.</b>		
<b>Are you:</b>	<b>YES</b>	<b>NO</b>
1. In Care		
2. A Care Leaver		
3. A young person aged 16-18 in receipt of Income Support in your own right		
4. A disabled young person aged 16-18 in receipt of Employment & Support Allowance AND Disability Living Allowance		
<b>IF YOU HAVE ANSWERED YES TO ONE OF THE ABOVE, PLEASE READ THE GUIDANCE NOTES FOR EVIDENCE WHICH MUST BE PROVIDED</b>		

<b>Section C – Course Details</b>	
<b>Subjects being studied:</b>	<b>Tutor Group</b>

<b>Section D - About the other people living in your home</b>		
Do you live with at least one of your parents/carers? If YES, go to section D.1 If NO, go to section D.2	YES	NO
<b>Section D.1 – About your parents/carers/parent’s partner/step parent</b>		
<b>Surname</b>	<b>First Name</b>	<b>Occupation</b>

<b>Section D.2 Do you live with a partner?</b> (A partner is defined as someone you are married to/have a civil partnership or live with as if you are married to or have a civil partnership with)	YES	NO
If YES, please provide information below.		
<b>Surname</b>	<b>First Name</b>	<b>Occupation</b>

<b>Part E – Financial Circumstances</b>		
Household income below £16,190 <input type="checkbox"/>	Household income between £16,190 and £31,000 <input type="checkbox"/>	
<b>E.1 - To be completed by parent(s)/carer(s) with whom you are living.</b>		
What is your current annual household income?	<input type="text"/> £	
<b>As parent/carers, are you in receipt of any of the following?:</b>		
Except in the case of Free School Meals, please provide a complete and up to date statement of entitlement to ONE or more of the means tested benefits below. The statement should clearly confirm your stated annual income. Please DO NOT send originals.	YES	NO
FREE SCHOOL MEALS		
JOB SEEKERS ALLOWANCE		
EMPLOYMENT & SUPPORT ALLOWANCE		
INCOME SUPPORT		
CHILD TAX CREDITS (current award)		
HOUSING BENEFIT		
PENSION CREDIT (GUARANTEED CREDIT)		
WORKING TAX CREDIT (current award)		
<b>E.2 - To be completed by students who live independently.</b>		
What is your current annual household income? (If you live with a partner, please include his or her income)	<input type="text"/> £	

Are you or your partner in receipt of any of the following?:  Except in the case of Free School Meals, please provide a complete and up to date statement of entitlement to ONE or more of the means tested benefits below. The statement should clearly confirm your stated annual income. Please DO NOT send originals.	YES	NO
FREE SCHOOL MEALS		
JOB SEEKERS ALLOWANCE		
EMPLOYMENT & SUPPORT ALLOWANCE		
INCOME SUPPORT IN YOUR OWN RIGHT		
CHILD TAX CREDITS (current award)		
HOUSING BENEFIT		
PENSION CREDIT (GUARANTEED CREDIT)		
WORKING TAX CREDIT (current award)		

**YOUR APPLICATION WILL ONLY BE PROCESSED WHEN ALL EVIDENCE OF INCOME IS RECEIVED**

<b>Section F.1 – Assistance required</b>	
This section <b>MUST</b> be completed	
There is no automatic entitlement to funding. Please explain below any particular family circumstances which may support your application (continue on a separate sheet if necessary)	
Where possible please give an outline of likely support required (e.g. bus pass, equipment etc.)	
<b>ITEM</b>	<b>COST (if known)</b>

<b>Section F.2: TRANSPORT COSTS</b>		
Are you applying for Post 16 Subsidised Transport via Cornwall County Council?	YES	NO
Students whose household income is less than £31,000 per year <u>may</u> receive help towards Cornwall Council assisted transport costs, provided they meet the eligibility criteria and subject to satisfactory attendance in accordance with the Sixth Form Enrolment Contract and the conditions set out in the 16-19 Bursary Factsheet and the Wadebridge School 16-19 Bursary Policy.		

<b>Section G – Bank Details (payments can only be made to the student)</b>	
<b>Full Name of Account Holder (as stated on your bank card)</b>	
<b>Name and address of your bank</b>	
<b>Sort Code</b>	
<b>Account Number</b>	

<b>Section H – Declaration</b>	
<p>I confirm that the information provided above is correct. I understand that Wadebridge School has the right to reclaim any funds or equipment if it is found that any information provided is false or I leave before the end of the course. I confirm that I will inform Wadebridge School of any change of circumstances. All equipment provided is for my own use. I understand that my situation may be discussed with relevant colleagues and consent to the information provided in my application being used by Wadebridge School in accordance with the Data Protection Act 1998.</p>	
<b>Signature of Student</b>	<b>Date</b>
<b>Signature of Parent/Carer</b>	<b>Date</b>

**PLEASE NOTE:**  
Your application will NOT be processed unless ALL relevant sections of this form are completed AND all documentary evidence requested is provided.

In order for the student to receive financial support they must comply with the Sixth Form Enrolment Contract and the conditions set out in the 16-19 Bursary Factsheet.

Please return this form to the address below. We will not acknowledge receipt in writing but may need to contact you regarding your application. If you have not heard from us within 14 days please do not hesitate to contact us (01208 893905).

Please return this form to The Sixth Form Administrator, Wadebridge School, Gonvena Hill, Wadebridge, Cornwall, PL27 6BU.

Further information can be obtained from the following website:  
[www.direct.gov.uk/16-19bursary](http://www.direct.gov.uk/16-19bursary)