



BURSARY APPLICATION FORM

For learners aged 16 – 18 on 31 August 2025

Academic Year 2025/26

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.

Answer all the questions required – enter N/A where appropriate.

Make sure you sign and date the application on page 5.

Section 1: Your Personal Details

Your first names (in full)

Your surname (in full)

Academy Name, Year
Group and Form

Your date of birth

 / /

Your home address

Postcode:

Email

Section 1 (a) Residency Questions

What is your nationality?

Have you lived in the UK for the 3 years preceding the first day of your course? Yes ☐ No ☐

Are you an asylum seeker? Yes ☐ No ☐

Section 1 (b) Which courses are you taking?

Section 1 (c) Student Bank details for payments

Bank

Account Name

Sort code

Account number

Section 2a: About the other people living in your home

Surname

First Name(s)

Relationship to you

Section 2b: How many siblings live with you (under the age of 18 and unwaged)

Section 3: Household Income – to be completed by parent(s) / carer(s)

Please include information for all income that applies

Parent / Carer (1)

Parent / Carer (2)

Please enter names:

Tick if your child is in receipt of Free School Meals

Employment income (please provide latest P60)

Self-employment income (please provide tax return)

Income from savings, shares, investments, trusts, dividends etc.
(please provide official evidence)

Pension income (please provide latest P60)

Any other household income (please provide evidence)

Universal Credit (please provide full benefit statement)

Tax credit (please provide full benefit statement)

Child Support Maintenance (please provide evidence)

Other benefits – please specify

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Evidence must be submitted with the application form –details of appropriate evidence can be found below. Failure to provide evidence will result in the application being declined

Type of income evidence that will be required to support an application
(Please hand in all evidence with this application)

Annual Salary - P60 for tax year, or week 52 pay slip or month 12

Universal Credit award – dated within last three months

Income Support - Entitlement / Award letter – dated within the last three months

Job Seekers Allowance - Entitlement / Award letter – dated within the last four weeks

Employment Support - Allowance Entitlement / Award letter – dated within the last three months

Carer's Allowance - Entitlement / Award letter – dated within the last three months

Housing Benefit - Entitlement / Award letter – dated within the last three months

Any other benefit - Entitlement / Award letter – dated within the last three months

Working Tax Credit - Working Tax Credit Award Notice

Child Tax Credit - Working Tax Credit Award Notice

Child Benefit - Award letter

Grants or Bursaries etc. - Relevant paperwork detailing entitlement and amount paid

Any other income - Relevant paperwork

Section 4: Travel

Do you live more than 2 miles from school? no ☐ yes ☐

If yes, how you are planning to get to / from Sixth Form?

Public Bus ☐ School Bus ☐ Car ☐ Cycle ☐ Train ☐ Walk ☐ Other

School or public bus name/number

Cost of travel
Please state if Weekly, Monthly
or Termly

Section 5: Learner Status

The school prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements:

	Yes	No
I receive free school meals	☐	☐
I am in care / classed as a 'looked after child' by the Local Authority	☐	☐
I have been in care and am now classed as a 'care leaver'	☐	☐
I am in receipt of Employment Support	☐	☐
I am in receipt of income support or universal credit	☐	☐

Section 6: Additional costs

Please use this box to provide details of any further discretionary payments you may require e.g. contribution to travel over 2 miles, specific equipment, books, trips, etc

Section 7: Learner and Parent(s) / Carer(s) Declaration

The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the school of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment at school will be monitored and if I leave school without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds.

Where possible receipts must be provided for expenditure incurred

Awards can only be made to students who have met the following conditions:

- Have achieved minimum expectation of attendance in the previous term (as agreed with Head of Sixth Form)
- Have not been the subject of any exclusion/formal warning
- Have a positive attitude to learning (as agreed by Head of Sixth Form)

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

Student signature		Date	
Parent(s) / carer(s) signature		Date	

Office use only		Date received:	Signature:	
Unsuccessful: ☐ evidence: ☐	Successful: ☐ Referred for further	Amount	Date:	Signature:
Student informed ☐	Head of Post 16 informed ☐	Payment details set up ☐	Date:	Signature:
Courses Confirmed		Date	Signature	
Notes				