

16-19 BURSARY APPLICATION FORM

2018 - 2019 ACADEMIC YEAR



PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data controller is Mrs Julie McCaslin. The data you provide to St Benedict's Catholic High School will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund. St Benedict's, in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

Section A: Personal details

| | | | |
|------------------------|--|--------------------|--|
| Name of student | | Tutor Group | |
| Date of birth | | | |

Section B: Course details

| | | | | |
|----------------------|--------------------|--|-----------|--|
| Course | IB Diploma/Courses | | BTEC H&SC | |
| Year of study | Year 12 | | Year 13 | |

Section C: Learner Circumstances

| | | | | |
|--|--------------------|--------------------------|-----------------------|--------------------------|
| How many people are in your household? | | | | |
| Number of dependent children in the household | | | | |
| Who do you live with? Please tick all that apply | Mother/ stepmother | <input type="checkbox"/> | Father / stepfather | <input type="checkbox"/> |
| | Brother / sister | <input type="checkbox"/> | Grandparent | <input type="checkbox"/> |
| | Foster parents | <input type="checkbox"/> | In care/ looked after | <input type="checkbox"/> |
| Have you always lived in the UK? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Do you have to pay for transport to school each day? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Section D: Learner Income

| | | |
|---------------|---|--------|
| Part time job | £ | weekly |
| Benefits | £ | weekly |
| Other | £ | weekly |

Section E: Support Required

| Support requested | Details | Approx. Amount |
|--------------------------|----------------|-----------------------|
| Travel | | |
| Meals | | |
| Equipment / books | | |
| Clothing | | |
| Field Trips | | |
| Food | | |
| Other – please detail | | |

Section F: Please tick one or all that apply

| | |
|---|--|
| I am or my family are in receipt of Free School Meals | |
| I am or my family are in receipt of Universal Credit/Income Support/ Jobseekers Allowance | |
| My household's gross taxable income is less than £30,000 a year | |
| I am in receipt of Disability Living Allowance / Personal Independence Payments as well as Employment and Support Allowance or Universal Credit | |

Section G: Household income

| | Parent 1 | Parent 2 | Evidence – Please submit a copy with application |
|--|-----------------|-----------------|---|
| Gross taxable annual salary / wages | £ | £ | P60 or end of March 2018 payslip |
| Latest pay slip | £ | £ | Payslip from current employer |
| Self-employment | £ | £ | Self-assessment tax calculation 2017-18 or certified accounts |
| Pension – private / occupational | £ | £ | Pension statement / Pension P60 2043 |
| State pension | £ | £ | Pension statement / Bank statement |

As you are probably aware, Universal Credit will ultimately be replacing many of the current benefits. We are still in a period of transition so please detail the benefits you are currently receiving and submit a copy of the evidence.

| Benefit | Please tick | Evidence |
|-------------------------------|--------------------|---|
| Universal Credit | | Universal Credit award notice |
| Working Tax Credit | | HMRC Working Tax Credit award notice |
| Child Tax Credit | | HMRC Child Tax Credit award notice |
| Income Support | | Income Support award notice |
| Council Tax & Housing benefit | | Council Tax and Housing Benefits award notice |
| Other benefit | | |

H. Declaration by Parent/Guardian

Please read the following statement carefully. It needs to be signed by the family members whose income details have been declared in Section G:

- The information I have given on this form is accurate
- I will inform you immediately of any change in my personal circumstances as they occur
- I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.

Signed: _____ Date: _____

Name: _____

Signed: _____ Date: _____

Name: _____

I. Declaration by Learner

Please read the following statement carefully:

- The information I have given on this form is accurate
- I will inform you immediately of any change in either my own or my family's personal circumstance as they occur.
- I understand that if I provide false or incomplete information, I will have to repay any money given to me to help me study.

Signed: _____ Date: _____