

Form 1 - Bursary Claim Form for Academic Year 2018/19

Learner Details (Part A) - to be completed by the learner in BLOCK CAPITALS			
Surname/Family Name			
First Name(s)			
Date of Birth			
Age on 31/08/2018	Years	Months	
Address			
Town/City			
County			
Postcode			
1. Do you live separately from adults who take care of you?	Yes	No	
2. Are you in Local Authority care, a care leaver or living with foster parents?	Yes	No	
3. Are you personally currently receiving Universal Credit (or Income Support) in your own name?	Yes	No	
4. Are you a disabled young person in receipt of Employment Support Allowance or Disability Living Allowance (or Personal Independence Payments)	Yes	No	
5. Are you a parent yourself who is mainly responsible for at least one child?	Yes	No	
6. Were you in receipt of Bursary payments in the 2017/2018 academic year?	Yes	No	
7. If you answered 'Yes' to question 6, what was the monthly amount of your Bursary?	£		
Learner Bank or Building Society details			
<i>You must enclose an account statement, letter or form from your bank or building society that shows your name, sort code, account number, roll number (if applicable) and home address.</i>			
Full name of Account Holder			
<i>This should be the name as it appears on your cash or debit card or statement</i>			
Name of Bank/Building Society			
Branch Address			
Sort Code			
Account Number			
<i>Your account number may not be the same as your cash/debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure, your bank or building society can advise you.</i>			
Roll Number (if applicable)			
<i>If you have given details of a building society account, enter the roll or reference number (if applicable). Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number</i>			

Income Details (Part B) – To be completed by the parent/carer(s) with whom the student normally lives except when the student is living independently

If the student answered YES to question 1,2,3 or 4 overleaf and so is in the priority 1 group then tick this box and you may progress straight to **Part C** without declaring any financial information.

You must still provide documents to evidence that you are eligible (see the Bursary Procedure for details of acceptable documents)

If you have confirmation that the student has been awarded Free School Meals for 2017/18 please tick this box.

Your total income (for any parent/carers normally resident with the student)

Pre-tax Earned Income	£ a year	Working Tax Credit	£ a year	Child Tax Credit	£ a year
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Please enclose a photocopy of your latest Tax Credit Award Notice (form TC602). This should be a full and complete copy showing the amount of earned income, working tax credit and child tax credit for 2018/19 and showing total income for 2017/2018. If you are not in receipt of tax credits please enclose P60 or if self-employed SA302. **The application cannot be processed without proof of income.**

Tell us about any benefits you receive

	Name	Relationship to young person
Adult 1		
Adult 2		

Please enter the annual amount for each adult against the benefit listed below

Benefit	Adult 1	Adult 2
Income Support		
Incapacity benefit		
Income-based Jobseekers Allowance		
Income-related Employment and Support Allowance		
Support under Part VI of the Immigration & Asylum Act		
Guarantee element of State Pension Credit		

If you have entered details in section B4 you should enclose a photocopy of your letter showing entitlement and amount of benefit received.

Your application cannot be processed without proof of benefit.

Privacy Notice and Declaration (Part C)

The information you provide on this form will not be passed to any other organisation and will only be used to assess your eligibility for an award from the 16 -19 Bursary scheme.

In signing this form you are agreeing that you have understood the Privacy notice and the conditions laid out in the Bursary Funding Statement and you are making a declaration that the information given on the form is correct and complete to the best of your knowledge and belief.

Signed		Date	
	(student)		
Signed		Date	
	(parent/carer)		

Please return to the Student Support Leader at your Home Academy.

OFFICE USE ONLY

Date Received	Date Processed	Signed

Bursary agreed:	Yes	No	Amount Agreed: £				
Priority:	1	2	3	4	5	6	UPN:
SIMs updated:	Added to payment spreadsheet						

Panel decision if required

Outcome of panel meeting:

Date: