

(Discretionary Bursary Application)



The Priory Federation of Academies Trust 16-19 Bursary Fund Application 2020-2021

Please read The Priory Federation of Academies Trust 16-19 Bursary Fund Application and Payment Procedure 2020-2021 before completing this form.

The initial deadline for Bursary applications for 2020-21 is **Friday 18th September 2020**. Applications may be received after this date but in this case payments may be awarded on a pro-rata basis.

If your application is successful, payments will be made on Friday 2nd October 2020 if received by the deadline.

STUDENT DETAILS

Academy (please circle)	City / LSST / Ruskin / Willoughby / Witham
Surname	
Forenames	
Address	
Postcode	
Date of Birth	

STUDENT BANK ACCOUNT DETAILS

To receive payments, you must have a bank account in your own name. If you do not have a bank account you must open one before you complete and return the form.

Full Name of Account Holder:

This should be your name as it appears on your cash or debit card or statement

Name of Bank/Building Society	
Sort Code:	
Account number:	

Identified students eligible for a discretionary bursary for specific educational purposes.

The discretionary bursary is split into two bands:

Band 1 – Total household income of less than £14,405.00 per year – students will receive financial support for educational resources specific to each student’s needs (details of resources required are needed on page 4) up to the value of £750.00.

Band 2 – Total household income of more than £14,405.00 but less than £23,972.00 per year - students will receive financial support for educational resources specific to each student’s needs (details of resources required are needed on page 4) up to the value of £350.00.

My total household income is less than £14,405.00 per year (Band 1)	
My total household income is more than £14,405.00 but less than £23,972.00 per year (Band 2)	

EVIDENCE REQUIRED

INCOME FROM BENEFITS

Please complete this section in full. If you do not receive any of this income please place a '0' in the box.

If you have more than 2 qualifying adults in the household please complete another form for the remaining household members.

Annual amount of:	Adult 1	Adult 2	Evidence Required
Universal Credit	£	£	Photocopy of an official government letter to confirm payments (three most recent)
Child Benefit	£	£	Photocopy of an official government letter to confirm payments
Attendance Allowance	£	£	Photocopy of an official government letter to confirm payments
Basic State Pension	£	£	Photocopy of an official government letter to confirm payments
Carer’s Allowance	£	£	Photocopy of an official government letter to confirm payments
Disability Living Allowance	£	£	Photocopy of an official government letter to confirm payments
Pension Credit	£	£	Photocopy of an official government letter to confirm payments
Personal Independence Payment	£	£	Photocopy of an official government letter to confirm payments
Other Government Benefits	£	£	Photocopy of an official government letter to confirm payments

INCOME FROM EMPLOYMENT

Please complete this section in full. If you do not receive any of this income please place a '0' in the box.

	Adult 1	Adult 2	Evidence Required
Write in your annual earnings as an employee from all jobs after deductions of tax and National Insurance (net take home pay)	£	£	You need to attach copies of payslips – three most recent
Write in your annual income from self-employment.	£	£	You need to attach copies of 3 bank statements (most recent)

OTHER INCOME

Please complete this section in full. If you do not receive any of this income please place a '0' in the box.

Annual amount of:	Adult 1	Adult 2	Evidence Required
Any income from savings and investments	£	£	You need to attach a photocopy of evidence for example an annual statement
Any income from property	£	£	You need to attach photocopies of evidence
Any income from pensions	£	£	You need to attach photocopies of evidence
Any income from maintenance from a former partner	£	£	You need to attach photocopies of evidence, eg, bank statement
Any other income	£	£	You need to attach photocopies of evidence

ANY ADDITIONAL INFORMATION

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What do you require bursary funding for? (Please work through this with your Bursary Co-ordinator)

Please give info below:

	Items required	Cost
Transport (Please provide method of transport for getting to school)		
Specialist Clothing e.g. overalls		
Equipment		
Other educational resources		

Please Note:

- **If you would like to receive a daily allowance for school meals, you must also complete the 16-19 FSM application form (only one set of evidence is required for both forms if applying for both).**
- **If further support is needed after submission of this application please contact your bursary co-ordinator**
- **An attendance level of 85% must be maintained in order to receive funding**

FINAL DECLARATION

I confirm that the details on this application form are true, accurate, and up to date. I understand that I am applying for financial assistance through a 16-19 bursary scheme and agree to follow the Trust's Bursary Policy.

Parent/Carer Signature		Date	
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Student Signature		Date	
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Please return this application form with the evidence to your bursary co-ordinator at the Academy

Internal Use Only:

Form Verified by:..... on:
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Total annual gross household income:.....

Passed to finance (accounts team) on:

Finance Approved: Yes / No (if no please state reasons below)

By:..... Date:.....