

APPLICATION FORM FOR THE GUARANTEED & DISCRETIONARY 16-19 BURSARY FUND.

SECTION 1: PERSONAL DETAILS

Title:		Forename(s):	
Surname:			
Address:			
Postcode:		Telephone:	
Date of Birth		Age at 31/08/18	
Email address			

SECTION 2: COURSE DETAILS

Year 12		Year 13		Year 14	
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Tutor	
Course Duration	

Subject / Level	
Subject / Level	
Subject / Level	
Subject / Level	
Subject / Level	

SECTION 3: DEPENDENT STATUS

I live with, or I am financially dependent on my parent(s) or guardian(s)	Yes		Go to section 4
	No		See below

I support myself financially	Yes		No	
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SECTION 4: RESIDENTIAL STATUS

Have you been living in the United Kingdom or the European Union for the past three years, before starting your course?	Yes	
	No	
COUNTRY OF BIRTH		

If you have answered **No** to the above question, please contact Grove College Office before continuing with the application form.

Do you live: (tick one box only)

Alone		With partner	
With parents		With children	
With legal guardian		With partner and children	
With grandparents		Shared accommodation	
In care/care leaver (please provide confirmation letter)			

Name(s) of people living in your household and their relationship to you:

First Name	Surname	Relationship to you	Age (if under 18)

All information provided in this section of the form will remain confidential. Evidence of income or benefits must be sent with your application plus proof of expenditure (receipts) where these costs have already been incurred.

SECTION 5: ELIGIBILITY FOR GUARANTEED BURSARY OF £1,200

Applicants must be aged 16-18 and meet one of the 4 additional criteria. (please tick all that apply)

Are you aged 16 -18?	Yes		No	
AND				
In Care	Yes		No	
A Care Leaver	Yes		No	
In receipt of income support	Yes		No	
A disabled young person in receipt of Employment Support Allowance (ESA) who is also in receipt of Personal independence Allowance (PIP)	Yes		No	

Evidence of the above must be provided with this application, for example:

- **A recent benefit letter**
- **Written confirmation of your current or previous looked after status from the local authority which looks after you or provides your learning care services**
- **May need further discussion with Local Authority who supplies this evidence.**

We will not be able to authorise any payments without this evidence.

SECTION 5B: INCOME (Based on tax year 2017/18)

To be completed by parent(s)/carer(s) if you are financially dependent on them.

Your (parent/carer) annual income before tax	A	£
Your partner's annual income before tax	B	£
Household income before tax (A+B=C)	C	£
Student Income	D	£

Means Tested Benefits - Please do not include income from PIP

I am in receipt of Means Tested Benefit	Yes		No	
I am in receipt of Child Tax Credit	Yes		No	
Other Benefits or Income (Please specify)				

OR

the student is the son/daughter of serving armed forces service personnel.	Yes		No	
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SECTION 6 : DETAILS OF FINANCIAL ASSISTANCE REQUESTED
(Please note this will be used as a guide to allocating any award and cannot be guaranteed)
Please refer to the guidance notes for definitions & advice on what evidence is required.

I wish to apply for a school meal subsidy or voucher worth £2.50 for every day I have lessons in College. I understand that £2 per voucher will be deducted from my bursary payment.	Yes	
	No	

I wish to apply for support with travel costs.	Yes	
	No	

I wish to apply for support with Books, Equipment, Field Trips or other essential course costs (please specify) * (If Yes, the scheme administrator will complete the relevant section of the form on your behalf after consultation with you).	Yes	
	No	

*Other (Please specify):

I CONFIRM THAT THE INFORMATION I HAVE PROVIDED IS CORRECT AND I WILL INFORM THE SCHEME ADMINISTRATOR IMMEDIATELY IF MY CIRCUMSTANCES CHANGE.

I AGREE TO UPHOLD GROVE COLLEGE CODE OF RESPONSIBILITY AND HAVE SIGNED THE CODE DOCUMENT.

SIGNED:		DATE:	
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Please return your form to GROVE COLLEGE OFFICE with ALL the relevant paperwork showing proof of household income on or before the 21st September.

SECTION 7: FOR SCHEME ADMINISTRATOR USE ONLY

TOTAL OF AWARDS MADE £

Application Received Date:		Staff Initials:	
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Proof of Income / Benefit requested		Date Requested		Date Received	
Extra information requested		Date Requested		Date Received	
Interview requested		Interview Date		Date Completed	
Comments / Additional Information:					

Application approved		Rejected		On waiting list	
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Comments / Additional Information:

Monitoring Categories:

Guaranteed Bursary	£
Books	£
Clothing / Equipment	£
Field Trips / Visits/ Other	£
Meals	£
Travel	£
TOTAL	£

Authorisation:

Signed: Scheme Administrator		Date	
Signed: Director of Studies Post 16		Date	

APPEAL PROCESS:

[Empty rectangular box for writing the appeal process]

CONFIDENTIAL