

**CONFIDENTIAL**

**16 – 19 Bursary Fund Application Form 2021/2022**

**PART A: Students Personal Details**

**Title:** Mr ( ) Mrs ( ) Miss ( ) Ms ( ) Other ( )

**First Name:** .....

**Middle Name:** .....

**Surname:** .....

**Sex:** Male ( ) Female ( )

**Date of Birth:** ..... (DD/MM/YYYY)

**Address:** .....

.....

..... **Postcode:** .....

**Home telephone number:** .....

**Mobile telephone number:** .....

**PART B: Category 1 - Eligibility for Bursary (Student to fill)**

<u>Group</u>	<u>Evidence Needed</u>	✓
In care / a care leaver	Letter from your key worker or local authority	
In receipt of Income Support / Universal Credits	Letter confirming benefit from April 2021	
Disabled and in receipt of both Employment Support Allowance <b>and</b> Disability Living Allowance or Personal Independence Payments	Letter confirming benefit from April 2021	

Now complete Part D.

If you do not fall into any of the above categories then you are not entitled to category 1 Bursary Fund, please fill in Part C.

**PART C: Category 2 & 3 - Eligibility for the Discretionary Bursary (Household Financial Details) (Parent(s) to fill)**

The Section must be completed to by the parent(s) / Guardian(s) living in the household.

**You must answer every question, entering the amount of income received. If you do not earn/receive any of the income types, you must enter £0.00 or the application form will be returned to you as incomplete.**

It is essential that you provide accurate income details for **all** adults living in the household. If you do not, it may prevent the student from receiving a bursary.

	<u>Person 1</u>	<u>Person 2</u>
<b>Relations to applicant</b>		
<b>First Name</b>		
<b>Surname</b>		
<b>Address</b>		
<b>Tel #</b>		

### Employment and Other Incomes

Are you and / or your partner working? Yes ( ) No ( )

If you answered 'yes' please provide information for the tax years 2018-19.

	Person 1	Person 2
Gross salary and		
Self-employment Income		
Taxable social security benefits		
<b>Other Income</b>		
Saving and Investments Incomes		
Dependents Grant		
Trust Incomes		
Foreign Income		
(please specify)		
Property Income		
Pension Income		
National Incomes		
Other		
(please specify)		
<b>TOTAL</b>		
Evidenced by ALL pages of 2020/21 Tax Credit Award, P60 or Self-Assessment Tax Calculation for 2020/21 for EACH person. In some cases we may need to request further information or clarification, such as bank statements.		

### Benefits Income

Please tick ALL the benefits you and / or your partner receives

Name of Benefit (s)	Person 1 ✓	Person 2 ✓	Evidence Needed	Check List
Free School Meals			Certified letter from local authority confirming receipt	
Income Support			Letter confirming benefit from April 2021	
Universal Credit			Letter confirming benefit from April 2021	
Employment Support Allowance			Letter confirming benefit from April 2021	
Jobseeker's Allowance			Letter confirming benefit from April 2021	
Child / Working Tax Credit			ALL pages of 2021/22 Tax Credit Award (TC602)	
Other benefits (s) not included above (please specify)			Letter confirming benefit from April 2021	

**Part D: Declaration for Person(s) / Guardian(s) named in the Discretionary Bursary**

Please read the following declaration. We will not be able to process your application unless you sign and date this declaration.

The information you provide on this application form will be used by the school's Bursary Fund Panel in connection with the Bursary Fund. It may also be used to provide statistical information to other government agencies, all of which are registered under GDPR 2018.

- I confirm that the information I have given on this form is correct and complete to the best of my knowledge and belief.
- I confirm that I have submitted all relevant supporting evidence documentation.
- I understand that if my application is approved, any attempt to dishonestly obtain Bursary Funding shall be treated as fraud.
- I will inform the Finance Manager immediately if the details I have given on this form change. I understand that any bursary awarded is subject to maintaining satisfactory levels of attendance, behaviour and progress / attainment.

**Person 1**

Your full name (in BLOCK CAPITALS): .....

Your signature: .....Date: .....(DD/MM/YYYY)

**Person 2**

Your full name (in BLOCK CAPITALS): .....

Your signature: .....Date: .....(DD/MM/YYYY)

Please read the following declaration. We will not be able to process your application unless you sign and date this declaration.

The information you provide on this application form will be used by the school's Bursary Fund Panel in connection with the Bursary Fund. It may also be used to provide statistical information to other government agencies, all of which are registered under GDPR 2018.

Please send your completed form and original supporting evidence by Friday 14<sup>th</sup> January 2022 to:

The Watford UTC, 18 Colonial Way, Watford, Herts, WD24 4HH

Or email: [caroline.adebakin@watfordutc.org](mailto:caroline.adebakin@watfordutc.org)

Caroline Adebakin (Finance Manager)