

Harrogate High School – 16-19 Bursary

Application Form

All the information on this form will be used in the strictest confidence. An unsuccessful application for a 16-19 Bursary does not affect your place to study at Harrogate High School.

Name: _____

DOB: _____

Your Age: _____ (you must be under 19 on 31st August 2014 to apply)

Address: _____

Contact no: _____

Have you the right of abode and been a resident of the UK for the last 3 years?	YES/NO
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Gender: M/F

Date of application: _____

Section 1: Please now complete the following administrative questions:

Tick box if you attended Harrogate High School in Year 11.

Tick box if you are an external applicant ie: you did not attend Harrogate High School in Year 11.

If so, state which school/college you are transferring from: _____

Section 2: Assessing Eligibility – Stage 1

Which of the criteria below makes you eligible for a 16-19 Bursary? Please tick only one box:

Guaranteed Bursary

I am in looked after (in care)

I am a care leaver

I am receiving income support or Universal Credit in my own right

I am disabled and in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments).

Discretionary Bursary

I have successfully applied for and receive free school meals

Your FSM status will be checked with the Local Authority.

My parents have an income below £16,190 and are in receipt of the maximum Working Tax Credit award

You must supply a recent Tax Credits Award Notice for the current financial year showing a £0.00 reduction in the award for income.

If you are making an application under the Discretionary Bursary, please state which benefits your parents are in receipt of.

- Income Support (or Universal Credit)
- The guarantee element of the State Pension Credit
- Income-based Jobseekers Allowance
- Support under Part VI of the immigration & Asylum Act
- Child Tax Credit (provided they are not entitled to Work Tax Credit and have an annual income that does not exceed £16, 190).
- Working Tax Credit (maximum award and an annual income that does not exceed £16,190).

Section 3: Assessing Eligibility – Stage 2

If you have ticked a box in the Discretionary Bursary category we now need to know how you would use the 16-19 Bursary to support your post 16 education:

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you believe you will need during the academic term.

Assistance Requested – please provide details	Predicted amount required. £
Travel	
Meals	

Appropriate clothing	
Books/Equipment	
Other (please give details)	

Now add any supporting information about your particular needs and give evidence where possible:

Please continue overleaf if you need more space to complete your statement of eligibility.

Assessing Eligibility – Stage 3 – Verification

Students who have ticked a box in the **Guaranteed Bursary** section should submit appropriate evidence to verify their status, either:

- Written confirmation from the Local Authority that you are currently in care or previously were in care.
- A letter setting out the benefits you are in receipt of on headed note paper from the Benefits Office.

Students who ticked **Discretionary Bursary** and in receipt of **Free School Meals** do not need to supply further evidence as checks will be made with the Local Authority to verify this.

Students who ticked **Discretionary Bursary** and whose parents receive the maximum **Working Tax Credits** should supply:

- A recent Tax Credits Awards Notice

All documentation should be originals supplied to the Bursar/Finance team who will take a photocopy and sign as part of the verification process.

Any change in financial/home situation should be communicated to the School in writing. Parents/ students are required to sign to this effect in the Bursary Contract and

if upon review it is found that individuals have falsified documents, submitted inaccurate information or been claiming money fraudulently the School may refer the matter to the police. We will seek repayment of any funds paid.

Please keep all your receipts for the items purchased to support your learning. If you are successful in your application you will be repaid directly into your bank account after each Raising Stars period, subject to your meeting the criteria signed for in your contract.

Bank Account Details for payments:

Name: _____

Sort Code: _____

Bank Account: _____

Student signature: _____ Date: _____

Parent signature: _____ Date: _____

OFFICIAL USE ONLY

Signed Contract received	Date application received	Documentati on verified	FSM checked	Approved (Finance Director)	Declined (Principal)
Decision Letter sent	16-19 Bursary Contract Signed	Appeal Decision	Details of any payments withheld and reason:		