Harrogate High School – 16-19 Bursary

Confidential Application Form 2019/20

**All application forms must be received by the Bursar (Finance Office) before Friday 27th September 2019**

**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.**

**The Bursary Policy is available on the School’s website, 6th Form, 16-19 Bursary.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Age: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_(you must be under 19 on 31st August 2019 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**

Gender: M/F

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessing Eligibility**

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

**Discretionary Bursary**

**I have successfully applied for and receive free school meals**

Your FSM status will be checked with the Local Authority and you do not need to supply any further evidence

**Our household income is below £20,817**

**Please provide evidence, eg: latest P60, 3 most recent Universal Credit monthly award statements.**

**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 name**

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

Students 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.
* Copy of Income Support/UC claim from DWP and evidence of receipt of Disability Living Allowance or Personal Independence Payment.
* Copy of Income Support or Universal Credit (UC) award notice and documentation to confirm your independent status, ie: a utility bill.

UC claimants should be able to print off details of their award from their online account.

**Add any supporting information about your particular needs**

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

You **must** keep all your receipts for the items purchased to support your learning. If you are successful in your application you will receive regular payments directly into your bank account, subject to you meeting the criteria signed for. Payment can stop at any time if you fail to meet the conditions.

Student Bank Account Details for payments:

Name of account holder (as stated on your cash or debit card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student declaration:**

*I am a student attending Harrogate High School. I agree to abide by the terms and conditions of this contract and understand that the payment of the 16-19 Bursary is subject to a regular review. I risk losing a payment should I fail to meet any of the conditions set out below:*

* Attend timetabled lessons, VMG, sessions or activities, meeting school targets for attendance.
* **Have no unauthorised absence**.
* Achieve positive effort grades (at least E3) in all subjects at each Raising Stars.
* Conduct myself in a professional manner within the school community.

Guidance and VMG are a **compulsory** part of the curriculum.

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| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **VMG** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |

Please advise what level you are studying for.

|  |  |
| --- | --- |
| **Subject** | **Level (AS/A2/BTEC/GCSE)** |
|  |  |
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|  |  |

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICIAL USE ONLY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Documentation verified** | **Date application received** | **FSM checked** |  | **Approved**  **(Finance Director)** | **Declined**  **(Principal)** |
|  |  |  |  |  |  |
| **Decision Letter sent** |  | **Appeal Decision** | **Details of any payments withheld and reason:** | | |
|  |  |  |  | | |