



## RIGBY HALL SCHOOL

### 16-19 Bursary Application Form 2024/2025

Please complete all details in full as your application cannot be considered without all the information requested. If you need further information or help completing the application please contact us.

#### Section 1: Student's Personal Details

Surname:

First Name(s):

Date of Birth

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#### Section 2: Eligibility for a Bursary for young people in defined vulnerable groups

If you are in any of the categories described below and have a financial need you may be entitled to receive a bursary of up to £1,200 per year. Please tick any that apply and submit the relevant evidence, which is listed, to the school office. When your application is complete we will then submit it to The Education and Skills Funding Agency for their consideration. We should receive confirmation of payment within 2 weeks of submission. Payments will be made to Rigby Hall School and we will release the funds on an agreed basis into your bank account.

I am a young person who is looked after in local authority care

**Evidence** – confirmation letter from your local authority

I am a young care leaver

**Evidence** – confirmation letter from your local authority

I receive Income Support or Universal Credit in place of income support in my own right because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner

**Evidence** – Letter/document from the benefits office

I receive Employment and Support Allowance or Universal Credit **AND** Disability Living or Personal Independence Payments in my own right.

**Evidence** – confirmation by the DWP of receipt of BOTH allowances

If you have ticked any of the categories above you will need to fill in Section 3.5 of this form and continue to sections 4 (Bank details) and 5 (Declaration).

**Section 3: Eligibility for a DISCRETIONARY Bursary**

To be eligible for the discretionary bursary, students must be facing financial barriers to participation and need help to stay in education. We will assess your eligibility for the Discretionary 16-19 Bursary in line with our own policy. Please complete the following section as fully as you can, your need will be assessed on the information you provide and there is no guarantee that you will be eligible for a Bursary or a guarantee of the level of funding you may receive.

Please consider the questions below:

<b>3.1</b>	<b>Are you eligible for Free School Meals?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If Yes, is the school aware of it?	<input type="text"/>	

<b>3.2</b>	<b>Do you, or your parents that you live with, receive any other means-tested state benefits? Please tick if so.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Examples of means-tested state benefits are as follows – NB this list is not exhaustive:  Universal Credit, Job Seeker's Allowance or Employment and Support Allowance, Child Tax Credit (not Child Benefit).</i>		

<b>3.3</b>	<b>If you answered 'yes' to question 3.2 above, please indicate who receives these benefits?</b>	You <input type="checkbox"/>	Parents <input type="checkbox"/>
		<input type="text"/>	<input type="text"/>

If you answered yes to question 3.1 or 3.2 **please provide evidence** of the means-tested benefit. Normally, this will need to be written confirmation/benefit entitlement letter from the relevant Agency, e.g. a letter from the Local Authority confirming your eligibility for Free School Meals / a letter from the Department for Work and Pensions confirming your eligibility for Income Support.

**Receipt of a means-tested benefit alone does not guarantee a Discretionary Bursary for your studies.**

<b>3.4</b>	<b>If you answered 'no' to question 3.1 and 3.2 above, please provide further information explaining why you need financial support. – please feel free to add an additional sheet to allow for further explanation.</b>
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<b>3.5</b>	<b>Please provide specific details below to explain what financial assistance is required.</b>	<b>Tick if cost has already been incurred (attach receipts if so)</b>
<b>Type of support required</b>	<b>Details and estimated/actual cost (£)</b>	
<b>Books / Equipment</b>		
<b>Additional Course Costs e.g. trips</b>		
<b>Transport</b>		
<b>Meals</b>		
<b>Other miscellaneous items – please specify</b>		

**Section 4: Bank Account Details – Bank Account must be in the pupil's OWN name:**

<b>Full Name of Account Holder</b>	
<b>Name of Bank/Building Society:</b>	
<b>Branch:</b>	
<b>Sort code:</b>	
<b>Account number:</b>	
<b>Building Society reference number (roll number)</b>	

**Section 5: Declaration**

I understand the 16-19 Bursary Fund Policy 2024/2025. I confirm the information given on the form is complete and accurate at the time of application and that I will inform the school immediately of any change in circumstances.

<b>Student's signature</b>	
<b>Print name</b>	
<b>Date</b>	

If you have included evidence that your parent/carer is in receipt of a means-tested benefit they must also sign the declaration.

<b>Parent/carer signature</b>	
<b>Print name</b>	
<b>Date</b>	

**Before sending in your application from please check to make sure that you have completed all the sections relevant to your circumstances and that you have enclosed copies of the relevant evidence to support your claim. If you have not your application will be returned to you and there will be a delay in any potential Bursary payment made.**