

PARKSTONE GRAMMAR SCHOOL
POST 16-19 BURSARY FUND APPLICATION FORM FOR ACADEMIC YEAR 2019 – 2020
LEVEL 2: DISCRETIONARY AWARD



This can be used to support various aspects of your education including transport, equipment, meals, visits and other course related costs where household income is low.

Part 1: Student Details

Surname:	First name(s):
Date of Birth:	Age on 31/08/2019:
Home Address:	Home Tel:
	Mobile Tel:
	E-mail:
Post Code:	
Have you been resident in the UK for the whole of the three year period preceding your course, other than for the purpose of full-time student? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'NO' please give the date you moved to the UK	

Part 2: Parents or Carers Details of Current Home Address

Parent/Carer 1

Surname:	Title and First Name:
Home Address (if different from above):	Home Tel:
	Mobile Tel:
	E-mail:
Post Code:	Employment Status:

Parent/Carer 2

Surname:	Title and First Name:
Home Address (if different from above):	Home Tel:
	Mobile Tel:
	E-mail:
Post Code:	Employment Status:

Part 3: Household Residents

Name	Relationship to you	Age if under 16

Part 4: Course Details

Please list your subjects:

Part 5: Support Required: Please indicate the support you require by completing the box below. **It may not be possible to provide assistance with all the items you request.**

School Meals

Do you wish to apply for help towards the cost of a meal at school?

Yes/No *

* please delete as appropriate

Transport to/from school

If you wish to apply for assistance with the cost of travelling to and from school, please inform us of the type of public transport or school bus used. We are unable to pay for fuel for private cars. Please note if your mode of transport changes it is your responsibility to inform us immediately.

How I travel to School: _____

Cost per Day : £ _____

General Requests eg essential equipment/materials/books/educational trips/Higher Education visits etc

Requests will be considered on an individual basis following receipt of a letter outlining the resources/support needed and addressed to Mrs Izard, Assistant Head Teacher.

Please do not proceed with any expenditure prior to approval being received.

Part 6: Income Details for your Household

The school will need to take account of your financial circumstances. If you do not have the specified evidence but there are special circumstances which apply, please submit a supporting letter outlining these.

Please complete the following for the household. Please indicate which of the following benefits/income you are currently in receipt of and provide the **evidence indicated**. **Do not include** the student's own income from any part-time work.

	Type of Income	Annual Gross Amount Received in figures	Evidence Required	School use only
1.	Universal Credit	£	Most recent Award letter	
2.	Income Support	£	Most recent Award letter	
3.	Jobseeker's Allowance (income based)	£	Most recent Award letter	
4.	Housing Benefit	£	Most recent Award letter	
5.	Council Tax Benefit	£	Most recent Award letter	
6.	Working Tax Credit	£	Pages 1-4 of your most recent Tax Credit Award Notice.	
7.	Child Tax Credit	£	Pages 1-4 of your most recent Tax Credit Award Notice.	
8.	Pension Credit (Guarantee Credits only)	£	Most recent Award letter	
9.	Income-based Employment and Support Allowance (ESA)	£	Most recent Award letter	
10.	Other: Eg Benefits/Pensions (please specify)	£	Most recent Award letter	
11.	Earned income	£	Most recent P60	
12.	Self-employed with no additional benefits	£	Audit accounts.	
	TOTAL ANNUAL INCOME:	£		

I will advise the school immediately if my household circumstances change.

Thank you for your application, it will now be considered by the Bursary Panel and you will be informed of the decision as soon as possible. **The Discretionary Learner Support Fund is cash limited and can only be allocated whilst funds last. Funding cannot be guaranteed for the whole year nor in cases of over-demand.**

Part 7: Declaration

I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment if I am found to have provided incorrect information or do not complete my course. I will advise the school immediately if my household circumstances change.

To continue to receive a bursary the following conditions must be met:

- Adherence to school rules and to maintain a satisfactory academic level in all subjects
 - Attendance at all registrations
 - Attendance to all lessons as timetabled
 - Attendance to all examinations
 - Adherence to the school's absence procedures
 - Covered lessons require students to sign the class register at Reception within the first 10 minutes of the lesson
- Please note that 5 consecutive days of absence due to sickness cannot be paid.**

How will the bursary payments be paid?

- Every Monday the office will run a report using SIMS. This report will show if a student is eligible for their weekly Bursary Payment
- If this report shows a student is not eligible a report will be sent to the student via her register in a sealed envelope. The student should then follow the instructions on this report
- Students will have a two week window to appeal this decision to obtain payment eg *if the payment is for the week commencing 8 October – a student will have to claim this bursary no later than week commencing 15 October.*
- Payments are made a week in arrears
- Payment will be made direct into **Student's** bank account.
- General Request payments will be credited into students' bank accounts following receipt of a letter and school approval being received.

Signature of parent/carer:	
Signature of student:	
Date	

STUDENT'S BANK DETAILS	
Name on Account	
Sort Code	
Account Number	

Please return this form to Mrs Keenan or Mrs Burridge in the school office, who will also be able to answer any queries.