**HERMITAGE ACADEMY SIXTH FORM**

**16-19 BURSARY APPLICATION**

**FORM 2023-2024**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Student Details | | | | | | | | | | | | | | | | | | | | | | |
| Title: |  | | First name: | | | | |  | | | | | Surname: | | |  | | | | | | |
| DOB: |  | |  | | | | | Age: *(You must be 16 or over but under 19 at the start of the academic year)* | | | | | Year of Study | | | Y12 | | | Y13 | | Y14 | |
| Address: |  | | | | | | | | | | | | | | | | | | | | | |
| Postcode: |  | | Email: | | | | | |  | | | | | | | | | | | | | |
| Have you been resident in the UK or EU for the **whole** of the last 3 years? | | | | | | | | | | | | | | | Yes | | | | | No | | |
| Bursary Criteria | | | | | | | | | | | | | | | | | | | | | | |
| To qualify for the bursary you must be aged 16 or over and under 19 on 31 August 2023 and meet the EFA’s residency criteria. The bursary is to enable you to cover expenses incurred during your study at the Hermitage Academy Sixth Form and will only be paid if your attendance and behaviour meet the required standard and you remain on roll. | | | | | | | | | | | | | | | | | | | | | | |
| Vulnerable Bursary Criteria | | | | | | | | | | | | | | | | | | | | | | |
| To qualify you must fall into one of the below categories and produce the required evidence as stated. | | | | | | | | | | | | | | | | | | | | | | |
| Are you (the student) in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement Letter) | | | | | | | | | | | | | | | | | | Yes  No | | | | |
| Are you a Care Leaver or currently looked after in care or unaccompanied asylum seeker? (Evidence required – letter from Local Authority). Caring for family members does not qualify. | | | | | | | | | | | | | | | | | | Yes  No | | | | |
| Are you a disabled student in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments? (Evidence required, financial statement showing **both** ES + DLA/PIP) | | | | | | | | | | | | | | | | | | Yes  No | | | | |
| Discretionary Bursary Criteria | | | | | | | | | | | | | | | | | | | | | | |
| Are you an only child? Is your total family income £25,000 or less? | | | | | Do you have one or more siblings? Is your total family income £26,500 or less? | | | | | | | Do you have a sibling attending the Sixth Form at the same time? Is your total family income £28,000 or less? | | | | | | | | | | |
| To enable us to confirm your eligibility you are required to submit evidence of your total taxable family household income i.e. Tax Credit Award. You do not need to inform us of any non-taxable benefits i.e. child benefit. Please tick to indicate the type of evidence you have provided. If you are unable to prove your total taxable family income we will not be able to process your application. **Please provide all evidence available to you. (Documents of evidence will be copied and original returned directly)** | | | | | | | | | | | | | | | | | | | | | | |
| **Full** Tax Credit Award Notice 2023/24 **ESSENTIAL** | | | |  | | Income Support/Universal Credit (award letter) 2023 | | | | |  | | | Self-employed earnings (official tax return) April 2023 | | | | | | | |  |
| Other benefits/pension (award letter) | | | |  | | P60 2023 for whole household | | | | |  | | | Wage slips for whole household (last 3 months) | | | | | | | |  |
| Please identify total household members | | | | | | | | | | | | | | | | | | | | | | |
| Mother | | Father | | | | | Living independently | | | No. of Siblings | | | | | | | Grandparents | | | | | |
|  | |  | | | | |  | | |  | | | | | | |  | | | | | |

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| Bank Details |
| Please provide your bank details below, as printed on your bank card or statement.  Vulnerable Bursary payments will be **paid directly into Students’ bank accounts only** (by BACS)  3 times a year (Nov, Jan and Jun)  Discretion bursary payments will be **paid directly into students’ bank account** on production of purchase receipt  or completion of Discretion Bursary details form (available from Sixth Form office)  You are required to inform the school immediately of any changes to your Bank/Building Society details. |
| **Your name (as it appears on your bank card) …………………………………………………………………………..**  **Account Number** : **Sort code:** |

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| --- | --- | --- | --- |
| Student/Parent(s)/Carer(s)/Partner Agreement | | | |
| **We will not be able to process this application unless you sign and date this agreement.**   * I confirm that the information I have given on this form is correct and completed to the best of my knowledge and belief. * I understand that any attempt to dishonestly obtain a 16-19 Bursary shall be treated as fraud and may result in criminal and/or civil proceedings against me. * I understand that any Bursary received that is not used for the purpose for which it was approved will result in immediate withdrawal of future payments and any payments made may be reclaimed by the Fund Administrator. * I understand I am obliged to inform the Fund Administration of any changes in my financial and residential circumstances. * I understand I am eligible for Bursary assistance only while I am a student at Hermitage Academy Sixth Form during the academic year of application. * I understand that should I leave prior to completion of examinations, I will forfeit any unpaid payments and may be requested to pay back pro-rata any bursary payments made in advance for the period of non-attendance. * I understand I will not be eligible for funds if I have any outstanding debits with Hermitage Academy Sixth Form and any such debt may be paid directly from my Bursary. * I understand funding will be withdrawn or partially withdrawn if the attendance and behaviour conditions set by Hermitage Academy Sixth Form are not met. * I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behavior, as explained in the Bursary Fund Policy. Attendance below 95% will affect the amount of funding received regardless of circumstance. * I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to the School Business Manager at Hermitage Academy Sixth Form. | | | |
| **Signature of Student** |  | **Date** |  |
| **Signature of Parent/Carer 1** |  | **Date** |  |
| **Signature of Parent/Carer 2** |  | **Date** |  |

**FOR OFFICE USE ONLY**

**DECISION OF THE AWARDING COMMITTEE**

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| **Bursary** | **Evidence Provided/Comments** | **Other Comments in respect of Award or Non-Award** |
| Guaranteed Bursary £1,200 |  |  |
| Discretionary Bursary (Entitlement) |  |  |

TO BE SIGNED BY HERMITAGE ACADEMY FINANCE DIRECTOR

Print Name: ………………………………………………………………………………………………..

Signature: ………………………………………………………………………………………………….

DATE:…………………………………………………