



Dream **Believe** Achieve

**Sponne School**  
A Music & Science Academy

# **16 to 19 Bursary Fund**

## **APPLICATION FORM**

### **2024-2025**

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

Type of Bursary	
You can apply for one or the other bursary see eligibility criteria in 16 to 19 Bursary Fund Policy & Application Form 2024 -2025. Please tick one.	
Mark (X)	
	Vulnerable Group
	Discretionary Group

Part 1: Student Details	
Name:	Date of Birth:
	Age on 31/8/23:
Address:	
Post Code:	
Contact Number:	
Residency Status: Have you lived in the UK for the past 3 years? If NO, please provide details of your immigration status	YES / NO
What subjects are you studying? Include: A-levels, BTEC's, EPQ, DoE	
Extra-curricular activities e.g Drama club, Sports club, Music lessons	
Part 1: Parent/Carer Details	
Name of parent/carers	
Are you married?	
Are you living with a Partner?	
How many other children are living at home who are under 16 and financially dependent on you?	<i>Please provide their ages:</i>

**Please complete Part 2 or Part 3 to confirm your eligibility:**

Part 2: Defined Vulnerable bursary Group	Mark (X)	Evidence Required
Young People In Care		Written confirmation of students' current looked after status from the relevant local authority.
Care Leavers		Written confirmation of students' previous looked-after status from the relevant local authority.
Young people <b>personally</b> in receipt of Universal Credit		Screenshot of award notices for the 3 most recent months

\*Universal credit replaced other benefits in 2018, this means that most students aged 16-18 will no longer receive be in receipt of legacy benefits. However, if aged 19 and making an application, please seek support from the School Business Manager regarding other evidence that can be submitted from previous legacy benefit statements (E.g. DLA or PIP).

Part 3: Discretionary bursary Group	Mark (X)	Evidence Required
<b>Student Tier A</b> – Household income is less than £22500		Screenshot of Universal Credit award notices for the 3 most recent months.
<b>Student Tier B</b> – Household income is between £22500 and £26500		Screenshot of Universal Credit award notices for the 3 most recent months.
<b>Student Tier C</b> - Household income is between £26500 and £30000		Screenshot of Universal Credit award notices for the 3 most recent months. *

\*Universal credit replaced other benefits in 2018. However, if making an application without a universal credit award notice and you are still in receipt of other benefits, please seek advice from the School Business Manager regarding other evidence that can be submitted that shows total household income.

What support do you need? Only complete if you are applying for a Discretionary bursary		
Funding request	Mark (X) if requesting	Additional information to support your request
Transport - Travel Pass		
IT Equipment/Loan of laptop or Chromebook)		
Stationery and/or specialist equipment		

Compulsory textbooks		
Clothing voucher for school wear (Dress Code)		
Compulsory course trips*		
Costs for attending university/apprenticeship open days/interviews		
Other non-compulsory Trips or D of E registration fees		
Other (please detail)		

\*Compulsory Course Trips are those which are considered essential to support your course programme. For example Geography Residential Trip.

Part 4: Living arrangements	Mark (X)	Part 5: My house is in receipt of Evidence will be required.	Mark (X)
Living with both parents		Universal Credit	
Living with single parent		Other please specify	
Living alone or in shared accommodation		Not in receipt of any of the above	
Living in care or leaving care			

Please note: **Original sources of evidence will be required by the school at the point of application.** These will be returned to you.

Most awards will mean that the school will order equipment etc. on your behalf. In certain circumstances we may need to reimburse you or pay funds to you directly. **To allow us to set you up a refund payment system if required, please complete the information below:**

<b>Applicant Name:</b>	
<b>Name of Bank:</b>	<b>Branch &amp; Address:</b>
<b>Sort Code:</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> <div style="border: 1px solid black; width: 30px; height: 30px; display: inline-block;"></div> </div>	<b>Account Number:</b>

I declare that the statements made on this form are true, and to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing.

I agree to repay the school in full and immediately any sums/resources advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that should I fail to meet the 'Conditions of Funding' then my bursary may be greatly reduced or withdrawn.

I am aware that the funding covers only this school year and that I must reapply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Students and their families should be aware that if false or incomplete information is submitted, or if they do not tell institutions about any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student and/or their family could face prosecution and institutions will seek to recover any payments the student is not eligible for.

- I have read and agree fully to the terms and conditions of the 16 -19 Bursary Fund which are found in the Bursary Policy 2024 -2025.
- I have attached evidence as required

<b>Signed (Student)</b>	.....	<b>Date:</b>
<b>Print Name</b>	.....	
<b>Signature of Parent/Carer</b>	.....	<b>Date:</b>

Please return this completed application in an envelope marked **Private & Confidential** to Mrs H. Mort, head of 6<sup>th</sup> form

Authorised:		Date:
Countersigned:		Date:
Amount awarded:		

## Frequently Asked Questions (FAQ's)

<b>Q:</b>	<b>How much money will I receive?</b>
<b>A:</b>	Unless you fall into the Defined Vulnerable Group, the amount of funding you will receive will be dependent on which tier you fall into and financial need, but also how many students apply for the funding as the calculation used is split between the numbers of applicants. Those students who fall into the Defined Vulnerable Group may receive an annual payment of goods and services of up to £1,200 provided they meet the criteria and have a financial need. It does not automatically entitle you to a £1200 award.
<b>Q:</b>	<b>I qualified for the bursary last year – do I still need to apply?</b>
<b>A:</b>	To qualify for any funding from September 2024, everyone will need to submit a self declaration. You will also need to bear in mind that if you still qualify, the amount of monetary support you receive may differ to what you received last year.
<b>Q:</b>	<b>Who has decided the income thresholds for eligibility for the different Tiers of funding?</b>
<b>A:</b>	The income thresholds have been agreed based on national minimum wage and minimum income standards and approved by the local governing body.
<b>Q:</b>	<b>When will I get my allocation?</b>
<b>A:</b>	<ol style="list-style-type: none"> <li>1. Once your application is confirmed in writing, you will need to check with the Sixth Form support team that the items you wish to purchase are eligible.</li> <li>2. You will then submit a bursary order form for approval and this will be passed to the finance team who will process your order.</li> </ol>

Further guidance can be obtained by looking on the website.