Warlingham Sixth Form College

Wide Horizons
High Aspirations

16 – 19 Bursary Fund Application Form

SECTION 1 APPLICANTS PERSONAL DETAILS

NAME:	
ADDRESS:	
EMAIL:	
HOME TELEPHONE NO:	**MOBILE TELEPHONE NO:**

SECTION 2 ELIGIBILITY CHECK FOR VULNERABLE BURSARY

Please tick all boxes that apply to you:

☐ I am a looked after Young Person. ☐ I am a Care Leaver. ☐ I am in receipt of Income Support.

☐ I am in receipt of Disability Living Allowance or Personal Independence Payments (PIP) as well as Employment and Support Allowance or Universal Credit.

☐ None of the Above (go to Section 3).

FOR OFFICE USE ONLY

Proof of Eligibility Received? ☐ Yes ☐ No

Type of Proof Provided (copy to be kept on file with this Application Form)

_____

SECTION 3 ELIGIBILITY CHECK FOR DISCRETIONARY BURSARY

(Only to be completed if you ticked 'None of the Above' in Section 2).

☐ I live in a household with a total gross annual taxable income of £24,000 or less.

☐ I do not meet any of the criteria above, but feel I need support with College costs and wish to discuss further.

Head of College: Mr R Chotai
Address: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB
Telephone: 01883 624067 Email: Info@WarlinghamSixthForm.co.uk
Website: www.WarlinghamSixthForm.co.uk

Tandridge Learning Trust
A school within Tandridge Learning Trust

Warlingham Sixth Form College is part of the Tandridge Learning Trust, an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059. Registered office: Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB. VAT No: GB 178 4619 66

FOR OFFICE USE ONLY

Proof of Eligibility Received? ☐ Yes ☐ No

Type of Proof Provided (copy to be kept on file with this Application Form)

_____

SECTION 4 STUDENT DECLARATION

I confirm I have included all documentary evidence requested to support this application.

I confirm that the information I have provided is true and accurate to the best of my knowledge and belief. I understand that if I give false information I will be required to repay any amounts I receive.

I confirm I have read the 16 – 19 Bursary Fund Information Policy and agree to comply with the conditions of bursary payment, as stated in that policy. I acknowledge that if I fail to meet the conditions stated in the policy, then bursary payments may be discontinued.

I confirm that if I am loaned any equipment paid for by bursary funds, these are to be returned at the end of the academic year in a good quality and re-usable condition.

Signed:_____ Date:_____

SECTION 5 PARENT/GUARDIAN DECLARATION

I confirm that the information I have provided in support of evidence of total household income is true and accurate to the best of my knowledge and belief. I understand that if I give false information any payments made under this application will be required to be repaid.

I confirm I have read the 16 – 19 Bursary Fund Information Policy and agree to comply with the conditions of bursary payment, as stated in that policy.

Signed:_____ Date:_____

SECTION 6 CONFIRMATION OF GRANT OF BURSARY (FOR OFFICE USE ONLY)

Confirmation of type of Bursary Granted (please tick as appropriate):

☐ Vulnerable Bursary

☐ Discretionary Bursary

☐ No Bursary Granted, please state reason:_____

Signed:_____ Date:_____

Name:_____

16 – 19 Bursary Fund Evidence of Eligibility

Please provide documentary evidence to support you application as follows:

Vulnerable Bursary Fund

- For students who are in care or a care leaver, written confirmation of their current or previous looked after status from the relevant Local Authority – this is the Local Authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the Local Authority.

- For students in receipt of UC or IS, a copy of their UC or IS claim/award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefit in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, you must also see a document such as a Tenancy Agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.

- For students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP and evidence of receipt of DLA or PIP.

UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.

Students can also contact their UC work coach (or relevant benefit office if they are receiving IS or ESA) and ask them for help in providing evidence of receiving benefits.

Discretionary Bursary Fund

You must obtain proof of household income to establish eligibility for Discretionary Bursary. Students may qualify if they reside in a household which has a total household income (including benefits) of less than £24,000 for the most recent tax year:

- Own/Parent/Guardian Latest P60
- Own/Parent/Guardian Self-Assessment Tax Calculation Form
- Universal Credit Award notice
- Any other official documentation from a registered body that confirms total household income.