16-19 Bursary Fund Application Form
for the 2021-22 Academic Year

Surname:	**First Name:**	**Date of Birth:**
Address:		
Postcode:		
E-mail address:	**Home Phone:**	**Mobile Phone:**

Please read the guidance notes before answering the questions below and tick (✓) the box(s) that apply to you. See sections 2 and 3 of the policy guidance.

Are you applying for:

Vulnerable Bursary - Level 1	Yes ☐	No ☐
Discretionary Bursary - Level 2	Yes ☐	No ☐
Discretionary Bursary - Level 3	Yes ☐	No ☐
Have you previously been in receipt of Free School Meals?	Yes ☐	No ☐

Level 1 Vulnerable Bursary: Evidence is required to support the application as outlined in the Guidance Notes.
Level 2 Discretionary Bursary: Household Income below £25,000 Evidence is required to support the application as outlined in the Guidance Notes.
Level 3 Discretionary Bursary: Evidence is required to support the application as outlined in the Guidance Notes.

To receive payments, you **MUST** have a bank account in your **own name** that will accept BACS payments. If you do not have a bank account, you will need to open one before completing this form. Please refer to section 6 of the policy guidance.

Student Bank or Building Society Details

Full name of Account Holder (student)	
Name of Bank	
Branch	
Sort Code	
Account Number	

Complete the relevant sections below:

Detail	Parent/Carer 1	Parent Carer 2
Full Name		
Address		
Post Code		
Contact Phone Number		
Email		
Total Income		

Documentary evidence is required to support this application. Please enclose evidence with this form. Your documentation will be treated with the strictest confidence and will be returned to the student after photocopying. Please refer to sections 4 and 5 of the policy guidance.

Please tick (✓) the evidence you are enclosing:

☐ Child Tax Credit Allowance

☐ Benefit Entitlement Allowance

☐ Universal Credit Monthly Awards Statement (three most recent required)

☐ Wage Slip

☐ P60

☐ Other (please state) ……..

I confirm that the details on this form are true and accurate.

Signature of Parent/Carer 1		**Date**

Signature of Parent/Carer 2		**Date**

Please state below how you will use the bursary funding for special educational purposes, including estimated costs and whether you require the funding in advance. See sections 5 and 6 of the policy guidance.

Funding can be allocated for items such as:
Books/equipment for courses;
Other study-related costs (e.g. trips);
Travel pass;
UCAS administration fee;
Appropriate clothing to meet the requirements of the Sixth Form dress code.

Description	**Cost**	**Do you require funding in advance? Yes/No**
Example: Copy of Othello for English coursework	*£7.99*	*Yes*

Do not complete the following section if you are making an application for Bursary Level 1 – Vulnerable Student

Supporting Statement: Please state clearly your reasons for applying for the Bursary (e.g. course costs, your personal circumstances, etc.)

Receipts **MUST** be provided for any purchases you make that require reimbursement from the Bursary Fund. Failure to provide receipts will mean that payments will be withheld.

Student Declaration:

- ✓ I declare that the information on this form is true and accurate to the best of my knowledge;
- ✓ I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support;
- ✓ I understand that if I refuse or am unable to provide information which may be relevant to my claim, the application will not be accepted;
- ✓ I understand that any financial support I receive under the Bursary Scheme will be paid on conditions of attendance and behaviour, as explained in the Bursary Fund Guidance Notes;
- ✓ I understand that holidays will be unpaid;
- ✓ My attendance will be maintained and I will complete the course with which my bursary is supporting me;
- ✓ I understand that I will comply with all expectations of the Sixth Form Study Programme;
- ✓ When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify my institution immediately;
- ✓ I will notify my institution immediately of any changes to my bank/building society details;
- ✓ I understand that financial or 'in kind' support received from the Bursary Scheme is awarded to me to provide support to allow me to continue in education and if I leave education all financial support will stop;
- ✓ I understand that I do not have an automatic entitlement to Bursary payments and all payments are based on the information I have provided;
- ✓ I am clear that the Bursary payments I receive are to provide me with a means to remain in education and are to be used for items such as books, equipment, travel costs, miscellaneous course costs, and attending university interviews and open days;
- ✓ I understand that I have the right to appeal if I disagree with the outcome of the Bursary Application. This appeal should be made to my institution, for the attention of the Director of Sixth Form.

Data Protection Act 1988
In accordance with GDPR, Q3 Academy Great Barr, have a duty to protect the personal data it possesses. To comply with this legislation, information must be collected and used fairly, stored safely, and not disclosed to any person unlawfully. This is outlined in our Privacy Notice available at www.q3mat.org.uk/trust-policies/. Use of personal data contained within this form will only be used for its intended purpose and in accordance with GDPR.

I confirm that I have read the 'Bursary Fund Guidance Notes' which were given to me with this application.

Applicant Signature	

Date	