**Codsall Community High School**

**16-19 BURSARY FUND APPLICATION FORM**

**DISCRETIONARY BURSARY (CRITERIA 2)**

Discretionary bursaries can be available for students who cannot stay in education without financial help for things like transport, meals, books and equipment. ‘One off’ discretionary payments can also be made for things like educational visits or a train ticket to attend a university interview or open day.

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Year Group** |  |
| **Contact e-mail address** |  |
| **National insurance no.** |  |

In order to apply students should meet one of the following criteria:

*Please tick all boxes that apply:*

***Original documents must be shown and copies will be taken to support the claim .You must meet the below criteria to be eligible for a bursary.***

* I am not eligible for a Vulnerable Student Bursary (Criteria 1)
* I have a total family income of less than £24,000
* are not eligible for Criteria 1
* would meet the criteria for eligibility for free school meals (i.e. parents in

receipt of Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit or Universal Credit)

* have a total family income between £16,190 and £23,000 (evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income)
* other exceptional circumstances, e.g. where a young person is providing care to a sick or disabled relative and they are not receiving a Carer’s Allowance.
* I have other exceptional circumstances as outlined below:
* are not eligible for Criteria 1
* would meet the criteria for eligibility for free school meals (i.e. parents in

receipt of Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit or Universal Credit)

* have a total family income between £16,190 and £23,000 (evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income)
* other exceptional circumstances, e.g. where a young person is providing care to a sick or disabled relative and they are not receiving a Carer’s Allowance.

Please note that any bursary award will be subject to you meeting all the targets and objectives set out in your Sixth Form Learning Agreement, satisfactory attendance and behaviour and producing documentary evidence to the Bursary Panel. All of the information provided on this application will be treated confidentially but please note that we may need you to ask your parent/carer to provide further information to support your application. Any discretionary bursaries awarded by the Bursary Panel may be a contribution towards and not necessarily the whole cost. Payment “in kind” will be made where possible e.g. school coach passes, meals through the school kitchen and course materials.

We support claims for the cost of transport and school meals.

If you would like this to support your claim, please tick the boxes that apply

* I would like school meals to the value of £2.50 per day
* I would need the bursary to support the cost of transport using the school bus facility. **This is a service provided from Perton or Pattingham only**

**Student signature: Date:**

***Please return to: The Bursary Panel, c/o The Sixth Form Office together with documentary evidence of income and receipts as appropriate.***

Please indicate what you are applying for assistance for:

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|  |

***For office use only***

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| --- | --- |
| ***Date claim received:*** |  |
| ***Claim agreed:*** | ***YES/NO*** |
| ***Amount:*** |  |
| ***Reason if declined:*** |  |
| ***Documents witnessed:*** |  |
| ***Benefit reference No (if applicable):*** |  |
| ***Date confirmation letter sent:*** |  |
| ***Authorisation signatures:****NB Two members of the Bursary Panel are required*  *to authorise payment.* |  |