

Diss High School

Appendix 1

16-19 Bursary Fund Application – 2017/2018

Prior to completing this form, please read through the guidance given in the school's Bursary Fund Policy. Proof of entitlement must be included when the form is returned to school. This application form (Appendix 1) and the other appropriate appendix form (Appendix 2 or 3) need to be handed in to the Sixth Form Administration Office as soon as possible, after admission to the Sixth Form.

Learner Details:

Surname/Family Name
First Names
Date of Birth
Address
Post Code
e-mail address
Home Phone
Mobile Phone

Bank or Building Society Details:

To receive payments, you (the Learner) must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.
Name of Account Holder
Name of Bank
Branch
Sort Code
Account Number
Roll Number

I confirm that the details are true and accurate. I understand that to continue to receive funding, I must maintain good levels of attendance, effort, progress and behaviour.

Signed (Learner)	Date
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Diss High School

16-19 Bursary Fund Application

Parental/Carer Details

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
Nat Insurance Number	
Home Phone	
Mobile Phone	
Household Income (pa) (Please attach evidence to application form)	

This application for assistance from the 16-19 Bursary Fund is made at the following level.

<input type="checkbox"/> £1200 Bursary Award	<input type="checkbox"/>	<input type="checkbox"/> Discretionary Award	<input type="checkbox"/>
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Please tick one of the categories above and fill in the relevant form

I confirm that the details on this application are true and accurate to the best of my knowledge.

Signed Parent/Carer		Date	
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Diss High School

Appendix 2

Application for the £1200 Bursary Award

This form should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for the £1200 Bursary Award under one or more of the following criteria (please delete as appropriate):

- I am "living in care";
- I have just left "living in care";
- I am in receipt of income support or universal credit;
- I am disabled and receive both Employment Support Allowance and Disability Living Allowance.

I attach to this form the following pieces of evidence to support my application (please specify below):

I certify that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

To be completed by school staff upon receipt of application

Date application received:

Date reviewed:

Outcome:

Diss High School

Appendix 3

Application for a Discretionary Award

This should be completed in addition to the main application form and should be submitted with appropriate evidence.

Full name:

Date of birth:

I wish to apply for Discretionary funding under one or more of the following criteria (please delete as appropriate):

- Our gross household income is below £25,000 (as evidenced by receipt of benefit and/or P60, Tax Credit Award notice or confirmation of self-employment income);
- I am in receipt of Free School Meals;
- Our household is in receipt of other means tested benefits (such as an NHS Tax Credit Exemption Certificate).

I wish to apply for support towards some or all of the following:

The cost of essential course equipment, meals in school, course related trips, UCAS fees, travel to open days, exam re-sit fees, transport, course related sporting activities or other school resources.

I attach to this form the following evidence to support my application (please specify below):

I will be able to provide receipts for the above costs. I certify that the details on this application and the evidence provided are true and accurate.

Signed: (Learner)

Signed: (Parent/Carer)

Date:

To be completed by school staff upon receipt of application

Date application received:

Date reviewed:

Outcome: