



For Office Use Only	
Student ID	
Date Received	
Staff Initials	

16-19 Student Bursary Fund Application Form

PART A: Personal Information

Student Details:

First Name:		Surname:	
Address:			
		Postcode:	
Home Telephone:		Mobile:	
Email Address:			
Date of Birth:		Age:	
Have you been resident in the UK for the past three years?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No, what was your Country of Birth?		Date of Entry into UK:	

Parent/Carer Details:

	Parent/Carer 1	Parent/Carer 2
Forename:		
Surname:		
Address:		
Home Telephone:		
Mobile:		
Email:		
Relationship to Student:		

Course Details:

Course Title:	
Year of Enrolment:	

In line with the best practices outlined by the Education and Skills Funding Agency, the College pays the bursary in kind through subsidised meals and transport. If your claim is successful, the student for whom the application is being made will be eligible to receive both subsidised meals and transport.

In the event the College is unable to provide both subsidies, please indicate below which would be your priority by ticking the relevant box.

Subsidised Meals

Transport

Please tell us how you will travel to college by ticking the relevant box.

Bus/Coach

Train

Walk/Cycle

Drive

Taxi

Get a Lift

To enable us to arrange for the correct travel pass, if necessary, please tell us which area you will be traveling from:

Part B: 16 – 19 Bursary (evidence will be required for all applications)

Please answer **ALL** of the questions below:

Are you a student in care or an unaccompanied asylum seeker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student care leaver?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Income Support or Universal Credit, where it replaces Employment Support Allowance, in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Employment Support Allowance plus Disability Living Allowance (or Personal Independence Payments) in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have ticked 'yes' to any of the above questions please go to PART D: Bank Details		

PART C: College Discretionary Award (evidence will be required for all applications)

Free School Meals:		
Did you receive free school meals in Year 11 of high school? (evidence could be a letter or email from the High School confirming this)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have ticked 'yes' to the above question please go to PART D: Bank Details		

Household Income:		
Please state how many dependants are in the household and provide their names and ages: (evidence could include birth certificates or award notices)		
If you have ONE dependant Is your household income below £22,500?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have TWO dependants is your household income below £30,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have THREE dependants is your household income below £35,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FOUR dependants is your household income below £40,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FIVE OR MORE dependants is your household income below £45,000?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

You must supply copies of evidence with this form to prove your household income – the application cannot be processed without this evidence. Here are some examples of the types of evidence that can be used:

	Parent/Carer 1	Parent/Carer 2	Examples of Evidence
Gross Annual Salary			Last 3 payslips, recent tax return if self employed
Annual Income Support/Universal Credit			Entitlement/Award Letter, screen shot of UC Portal
Annual Child Benefit			Most recent award notice
Annual Income from Absent Parent			Letter/statement dated within last 3 months
Annual Working/Child Tax Credit			All Pages of most recent Tax Credit Award Notice
Other Annual Income (i.e. Pension / Lettings)			Letter/statement dated within last 3 months
Other Benefits			Most recent Entitlement/ Award Letter
Total Annual Income			

PART D: Bank Details

BACS transfers need to be paid to the student's bank account – they cannot be paid to a Parent / Carer's account. Students can open a basic bank account at aged 16 which will allow BACS transfers and allow the student to make withdrawals. Therefore, if you do not already have a bank account, and your application is approved, you will need to open one as soon as possible. Please complete **ALL** of the boxes below if you already have a bank account:

Bank Name (e.g. Halifax, Santander etc.):			
Branch Location (e.g. Market Street, Wigan):			
Name of Account Holder (i.e. Student):			
Sort Code:		Account Number:	

PART E: Privacy Notice

- The information that you provide on this form, and any accompanying documentation, will be treated in the strictest confidence and only used for assessing eligibility for the College's Bursary awards.
 - The application and documentation will be stored securely. It may be subject to audit from the College's internal auditors, or from the Education and Skills Funding Agency's (ESFA) auditors. These audits are conducted from time to time to ensure that the College is making Bursary awards in line with national policy. The College may report cases where Bursary Awards have been made, and the application is subsequently found to be fraudulent, to the ESFA.
 - Bursary applications and supporting documentation will be retained for six years after the student leaves College and will then be securely destroyed.
- If you would like further information regarding your privacy, please contact Dominic Jones, Data Protection Officer, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ.

PART F: Declaration

By signing the declaration below, you are agreeing to the following statements:	
1	I, and my parents/carers, have exercised my/our eligibility to other forms of financial support before applying for the 16-19 Bursary Fund.
2	I have fully completed each relevant section of this application form.
3	I have enclosed all of the required evidence to support my application.
4	I, and my parents/carers, have provided accurate and correct information to support my application. I understand that St John Rigby College may carry out checks to verify the evidence provided and subsequently may need to take action if any evidence provided is proven to be false or incorrect.
5	I, and my parents/carers, have read and understood the guidance notes supplied with this application form, and the information I/we have provided is a true reflection of my/our financial status.
6	I, and my parents/carers, take full responsibility for informing the College if my/our financial status changes.
7	I, and my parents/carers, understand that the conditions for receiving bursary awards are subject to student attendance and engagement with their studies.
8	I, and my parents/carers, understand that should the student for whom this application is made leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.
9	I, and my parents/carers, acknowledge that the student for whom this application is made is eligible for 16-19 Bursary Funds on residency grounds and can provide suitable evidence of proof if required.
10	By signing and submitting this application, both I and my parents/carers, agree to the collection of the personal and financial information contained in this form which will be held in accordance with General Data Protection Regulations – see Part E.

Student Signature: Date:

Parent/Carer 1 Signature: Date:

Parent/Carer 2 Signature: Date:

Please return this completed form, in a sealed envelope, with all evidence to:
The Bursary Office, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ

FOR OFFICE USE ONLY:			
All required evidence received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Decision:	<input type="checkbox"/> Approved Bursary <input type="checkbox"/> Approved Discretionary Award <input type="checkbox"/> Rejected <input type="checkbox"/> Further Information Needed		
Reason for Approval:	<input type="checkbox"/> CIC / Unaccompanied Asylum Seeker <input type="checkbox"/> Care Leaver <input type="checkbox"/> Claiming IS/UC in own right <input type="checkbox"/> Receives ESA and DLA (or PIP) in own right <input type="checkbox"/> FSM at High School <input type="checkbox"/> Household Income under Threshold for 1 Dependant <input type="checkbox"/> Household Income under Threshold for 2 Dependants <input type="checkbox"/> Household Income under Threshold for 3 Dependants <input type="checkbox"/> Household Income under Threshold for 4 Dependants <input type="checkbox"/> Household Income under Threshold for 5 or more Dependants		
Reason for Rejection:	<input type="checkbox"/> Household Income over Threshold <input type="checkbox"/> No response to contact attempts within 8 weeks of application receipt		
Applicant Notified of Decision:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Comments:			
Appeal Letter Received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Result of Appeal:			
Applicant Notified of Result:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>