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*16-19 BURSARY APPLICATION 2022-2023*

**Financial Assessment Form**

**1.1** **Learner Details**

|  |  |
| --- | --- |
| Surname / Family Name |  |
| First names(s) |  |
| Sex (M / F) |  |
| Date of Birth (dd/mm/yyyy) |  |
| Age on 31st August 2022 |  |
|  | *(You must be aged 16, 17 or 18 on 31st August 2022 to apply)* |

**1.2** **Address Details**

|  |  |
| --- | --- |
| Home Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Postcode |  |
|  |  |
| Home telephone number |  |
| Mobile telephone number |  |
| E-mail address |  |

**2.1** **Financial Information**

|  |  |
| --- | --- |
| Are you and / or your sibling(s) in receipt of free school meals? | Yes / No |
| Sibling name(s) |  |

**If you, or your sibling, are in receipt of Free School Meals, you do not need to provide further financial information on this form.**

**However, where you may be eligible to receive an award as a member of a named vulnerable group, you will need to provide evidence to support that claim related to certain benefit categories over the page.**

**2.2** **Household Members**

|  |  |  |
| --- | --- | --- |
|  | **Person 1** | **Person 2** |
| Surname |  |  |
| First name(s) |  |  |
| Relationship to Learner |  |  |
| Telephone |  |  |

**2.3** **Financial Assessment – Income**

*To be completed by the person(s) responsible for the household bills*

|  |  |  |
| --- | --- | --- |
| Person 1 | Are you employed (YES / NO) | If yes, please submit P60 for details |
| Person 2 | Are you employed (YES / NO) | If yes, please submit P60 for details |

*If you are not employed, please tick the relevant boxes to indicate the benefit(s) you receive.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Benefit Received | Income Support | Job Seekers Allowance | Employment Support Allowance | Incapacity Benefit | Carer’s Allowance | Housing Benefit | Council Tax Benefit |
| Person 1 |  |  |  |  |  |  |  |
| Person 2 |  |  |  |  |  |  |  |

**2.4** **Financial Assessment – Other Income**

*Please tick the relevant boxes to indicate all other income received into the household*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Other Income | Working Tax Credit | Child Tax Credit | Child Benefit | Grants or Bursaries etc. | Any other income / benefit – **please specify**  *e.g Disability Living Allowance*  *Employment Support Allowance* |
| Person 1 |  |  |  |  |  |
| Person 2 |  |  |  |  |  |
| Applicant |  |  |  |  |  |

***Continued…***

**3.1** **Evidence**

**Whatever you have declared in 2.3 and 2.4 above must be backed up by evidence (photocopies accepted) in order for an assessment to be made.**

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application, find ‘Type of Income’ that applies to you in the first column and the ‘Evidence Required’ column will tell you what you need to provide.

|  |  |
| --- | --- |
| **Type of Income** | **Evidence Required** |
| **Annual Salary** | P60 for tax year 2021-22, or week 52 (last week in March 2022) payslip or month 12 (March 2022) payslip |
| **Income Support** | Entitlement / Award letter – dated within the last 3 months |
| **Job Seekers Allowance** | Entitlement / Award letter – dated within the last 3 months |
| **Disability Living Allowance** | Entitlement / Award letter – dated within the last 3 months |
| **Employment Support Allowance** | Entitlement / Award letter – dated within the last 3 months |
| **Incapacity Benefit** | Entitlement / Award letter – dated within the last 3 months |
| **Carer’s Allowance** | Entitlement / Award letter – dated within the last 3 months |
| **Housing Benefit** | Entitlement / Award letter – dated within the last 3 months |
| **Any Other Benefit** | Entitlement / Award letter – dated within the last 3 months |
| **Working Tax Credit** | Working Tax Credit Award Notice marked “2021-22”. Must be for full year and not partial awards (FULL AWARD NOTICE) |
| **Child Tax Credit** | Working Tax Credit Award Notice marked “2021-22”. Must be for full year and not partial awards (FULL AWARD NOTICE) |
| **Child Benefit** | Award letter |
| **Grants or Bursaries etc.** | Relevant paperwork detailing entitlement and amount paid |
| **Any Other Income** | Relevant paperwork |

**4.1**  **Declaration**

Please read the declaration below and read carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the school of any alteration to any of the particulars in writing. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this school year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Learner) …………………………………………………. Date: ………………….

Signed (Person 1 or 2) ………………………………………….. Date: ………………….

**For school use** Date received:

Initials:

**Bursary Bank Details and What the Bursary will be used for.**

Please complete this form so that your first payment can be set-up to pay and confirmation what your bursary will be used for with estimated amounts below.

**Bank details**:

Account Name:

Bank Name:

Bank Sort Code:

Bank Account Number:

The bursary award amount will be confirmed with your bursary application confirmation and paid in 3 payments paid directly into your bank account at the start of each term. The first payment will be made once your bursary has been confirmed. Receipts for items purchased must be handed in or emailed to our Finance Team ([finance@sghs.org.uk](mailto:finance@sghs.org.uk)). It is important to send receipts to finance as items are bought so they can be kept with your bursary record.

**Please confirm further details of how you will be using the bursary funds and the amounts. The four main areas that the SGHS bursary can be used to support sixth form students are:**

Transport costs to and from school £

Meal Costs: £

Laptop scheme: £

Fieldwork/school trips: £

Books: £

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this form with receipts for items you have already bought to the Finance Office (next to M3) or email to [finance@sghs.org.uk](mailto:finance@sghs.org.uk) with your scanned receipts and then drop off original receipts to the finance office.

**If you have any queries on your bursary over the year, please see the finance team or email us finance@sghs.org.uk. Thank you.**