



16-19 Bursary Fund 2023/24

We understand that the cost of living has unfortunately impacted many households. If your financial circumstances have recently changed, or change during the academic year, please speak with the Post 16 team.

Please complete the application form by Friday 29th September 2023.

Section 1

Learner Details

Surname	
First name(s)	
Sex (M / F)	
Date of Birth (DD/MM/YYYY)	
Age on 31 st August 2023	
You must be aged 16, 17, or 18 on 31 st August 2023 to apply	

Learner's Address Details

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



Payments

To receive payments, you 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.

Bank and Branch Name:	
Bank Sort Code:	
Bank Account Number:	
Name of Account Holder:	

Are you eligible for the Enhanced Bursary? If yes please go to Section 4, if not please complete Section 2.

Enhanced Bursary

		Please tick which one applies to you
1	You are in care or a care leaver	
2	You live alone	
3	You are registered disabled and receive Personal Independence Payments	
4	You personally receive Income Support or Universal Credit	

Anything you declare above must be backed up by evidence (photocopies accepted) in order for an assessment to be made. Appropriate evidence will be:

- A letter from the Local Authority (usually a worker/transitional manager) to confirm your current or previous looked after status
- Recent Entitlement or Award letter showing you are in receipt of one of these:
 - i) Income Support
 - ii) Disability Living Allowance
 - iii) Employment Support Allowance
 - iv) Universal Credit



Section 2

Did you receive Free School Meals in Year 11?

Yes - Go to Section 4 ☐

No - Go to Section 3 ☐

Section 3

If your household income is below £25,000 please complete Section 3

Parent/Carer Details

	Person 1 (e.g. Mother)	Person 2 (e.g. Stepfather)
Surname		
First name(s)		
Relationship to Learner		
Full address		
Home Tel No		
Mobile		



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	Are you a UK citizen? (Yes/No)	If No Please provide proof of residency
Person 2	Are you employed? (Yes / No)	If Yes Please submit P60 for details	Are you a UK citizen? (Yes/No)	If No Please provide proof of residency

Please tick the relevant boxes to indicate the benefit(s) you receive.

Benefit Received	Universal Credit	Income Support	Job Seekers Allowance	Employment Support Allowance	Incapacity Benefit	Carer's Allowance	Housing Benefit	Council Tax Support
Person 1								
Person 2								

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
Person 1					
Person 2					

Anything you declare 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 the '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
Universal Credit	Entitlement/Award letter 3 most recent monthly statements
Annual Salary	P60 for tax year 2022-23 OR Week 52 (last week in March 2023) payslip OR Month 12 (March 2023) payslip
Income Support	Entitlement / Award letter Dated within the last 3 months
Job Seekers 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
Council Tax Support	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 2022-23 Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice marked 2022-23 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
Disability Living Allowance	Entitlement / Award letter Dated within the last 3 months
Any other income e.g. pension/self employed	Relevant paperwork from Inland Revenue



Section 4 **Declaration**

Students who meet the criteria for bursaries are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Pudsey Grammar School has a limited allowance for this bursary so the amount available to each student varies each year. Applications can be made at any time of the year, as personal circumstances change.

Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, Universal Credit.

Please read the declaration below 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.**
- 3. I agree to abide by the expectations set out in the Student Learning Agreement.**



4. If I fail to declare any information about any part of my income that is relevant, or give false or incomplete information, I am aware that the matter may be referred to the Department of Education or the police and that I could face prosecution.

Signed Learner:

Date:

(Print Name)

Signed Person 1:

Date:

(Print Name)

Signed Person 2:

Date:

(Print Name)

For School use only:

Date Received: _____

Attendance Percentage: _____

Eligibility Checked by: _____

Signed (Sixth Form): _____