

APPLICATION FOR BURSARY FUND YEARS 12 & 13

Return to: **FINANCE OFFICE**

For information about eligibility and the documents you need to provide to support your application, read the notes given over the page but please note that if you are in receipt of Working Tax Credit your children will not be entitled to the Bursary Fund regardless of any other credits you may receive.

1. Details of Parent(s)

Surname *Mr/Mrs/Miss/Ms *please delete as appropriate	
First Name(s):	
Date of Birth:	
National Insurance or NASS Number:	
Address:	
Post Code:	Tel No:

2. Details of Dependent Children who attend this School:

Surname	First Name(s)	Date of Birth	Sex

3. If you receive any of the benefits listed below, please place a X in the box

- Universal Credit with an annual net earned income of **no more than £7,400**
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (**with no Working Tax Credit**) with an annual gross income of **no more than £16,190**
- Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)

4. Declaration:

I declare that the information given on this form, which may be checked by the school, is to the best of my knowledge correct. I understand that it is an offence to give false information or withhold information and I undertake to notify the Headteacher of any change in my financial circumstances.

Signed:

Date:

For official use only:

Date book, letter or form seen (Photocopy attached): _____ Seen By: _____

No. of Children	Date Authorised From:	Date Authorised To:	Authorised By:	Date

APPLICATION FOR BURSARY FUND

Please note - children of parents receiving Working Tax Credits are not eligible for THE Bursary Fund.

How to fill in the Form - it is important that you read the following notes before you fill in the form. If you require further information contact the School Secretary.

1. Details of Parent:

- This section should be completed by the parent who is claiming the benefits or is an asylum seeker;
or
by an adult with whom the child(ren) lives and for whom the adult is financially responsible and receiving child benefit if he or she is also receiving the relevant benefits or the child is an asylum seeker.
- State your date of birth.
- State your National Insurance Number or NASS Reference Number
- State your address (place at which you live).
- State the daytime telephone number at which you can be conveniently contacted.

2. Details of Children:

- Only enter details of children who meet **all** the following conditions:-
 - (i) are financially dependent upon you as the parent or carer receiving income support, income based job seeker's allowance, universal credit with a net income less than £7,400 pa or child tax credit and a family income equal to or less than £16,190 pa;
 - (ii) are under 19 years of age;
 - (iii) are living with you at the same address;
 - (iv) are attending this school full time.

3. Documents Required:

a) If you are receiving Job Seeker's Allowance, Employment Support Allowance or Income Support:

- You must submit the letter you received from the Benefit Agency confirming you are entitled to Income Support or Pension Credits. Photocopies of this letter will not be accepted. If you no longer have this letter, please contact the Benefit Agency to request a new letter to confirm you are in receipt of benefits.

b) If you are receiving Universal Credit:

- You must submit a benefit breakdown letter. This can be requested by calling the Universal Credit Helpline on 0345 600 0723.

c) If you are receiving the guarantee element of Pension Credit:

- You must submit a benefit breakdown letter. This can be requested by calling the National General Enquiry Line for the Pension Service on 0300 200 3100.

If you are in any doubt which benefit you are receiving, please contact your local Benefit Office.

c) If you are receiving Child Tax Credit **and your annual assessed income is equal to or less than £16,190 **and** you do **not** receive Working Tax Credit**

- You must submit your current Tax Credit Award Notice (TC602) issued by the Inland Revenue

If you are an asylum seeker being supported by a local council or NASS:

- You must show the school a letter from the local council or NASS confirming this.

4. Declaration - it is important you understand and sign this section.