

Part 4: Bursary Application – please indicate the bursary that is most relevant to your circumstances.

Vulnerable Student Bursary (up to £1,200)*

I am a young person in care	
I am a young care leaver	
I am living independently and in receipt of Income Support or Universal Credit	
I am in receipt of both Personal Independence Payments (Disability Living Allowance) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)	

***Now move to Part 5**

1/ Discretionary Student Bursary Tier A (up to £1,000)**

I am in receipt of Free School Meals	
My total household income is less than £16190.00 (Please check eligibility for FSM)	

2/ Discretionary Student Bursary Tier B (up to £800)**

My total household income is less than £25,000.00	
I have exceptional financial circumstances and wish to be considered on a discretionary basis – please read the Guidance document to ensure that you include all relevant evidence as part of Part 6 of this form.	

****Now move to Part 6**

Part 5: Evidence to support Vulnerable Student Bursary			
Criteria	Evidence Required	Provided	Office use only
I am a young person in care OR I am a young care leaver	Written confirmation of current or previous looked-after status from the relevant local authority. Could be a letter or an email but must be clearly from the local authority		
I am living independently and in receipt of Income Support or Universal Credit	Copy of their Income Support or UC award notice.		
	Tenancy agreement in the student's name		
	Child benefit receipt		
	Birth certificates		
	Utility bills		
I am in receipt of both Personal Independence Payments (Disability Living Allowance) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)	Copy of their UC claim from DWP		
	Evidence of receipt of Disability Living Allowance or Personal Independence Payment		

NOTE: All evidence for given category is required.

Part 6: Income Evidence (For Household)

Please indicate which of the following benefits/income you are currently in receipt of and the evidence you have provided. Please send copies of these as evidence of the household income.

Note: **Not required if you are in receipt of free school meals – move to part 6.**

Type of Income		Evidence required	Provided	Office Use
A	Income Support	Most recent award letter		
B	Working Tax Credit / Child Tax Credit	All pages of your most recent Tax Credit Award		
C	Income-based Employment and Support Allowance (ESA)	Most recent award letter		
D	Universal Credit	Most recent award letter		
E	Other Benefits/Pensions (specify)	Most recent award letter		
F	Earned income with no additional benefits	Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips		
G	Self-employed earnings with no additional benefits	Audited accounts or official tax return		

Include the amount next to the options that apply		Amount/£
Annual bus pass for a School operated bus service	Wallasey C-buses	
	Chester W2 to W5	
	Wales W1	
Merseytravel pass (annual, termly etc)	Please provide a receipt for the pass and the School can organise payment for this.	
ScoPay Credit	Compulsory school trips - we will reserve this amount of funding and apply it to specific trips at your request	
Direct payment to a nominated bank account*	School requirements (Please list): Catering money - to spend on snacks and lunch at the School.	

* Please list school purchase and estimated costs (eg for uniform, equipment etc). This amount will be split and paid in termly instalments taking attendance, progress, behaviour etc into consideration. If students are not in line with expectations these payments will not be made or will be reduced.

Part 7: Student Payment Details (BACS)	
Name of Bank	
Account Holder's Name	
Account number	
Sort code	

Part 8: Declaration	
I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.	
Signature of parent (or student if living independently)	
Date	

Remember:

Your application will not be assessed unless you give your full details and include documentary evidence of household income. You can also attach a letter outlining any special circumstances that may apply in your case.

If you need any additional information, help completing the application form or further support, please contact Mrs Marley: imarley@wkgs.net

Please return this form to: Finance Office

Please include an envelope for safe return of original documents

For Office Use only:	
Date Received:	Evidence Provided: Yes/No
Bursary Approved: Yes/No	Type of Bursary:
Amount Awarded:	
Authorised by:	
Signature:	
Date:	