

# West Kirby Grammar School

## 16-19 Bursary Fund Application Form



Please read the WKGS 16-19 Bursary Fund Policy before completing this form.

Part 1: Student Details	
Full Name	
Date of Birth	
Age on 31 August 2021	
Home Address	
Postcode	
Telephone	
Email Address	

Part 2: Parental Contact Details	
Title	
Full Name	
Relationship	
Address	
Postcode	
Telephone	
Email Address	

Part 3: Household Details		
Please state who you live with and their relationship to you		
Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

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**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 <b>both</b> Personal Independence Payments (Disability Living Allowance) <b>and</b> 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**

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Criteria	Evidence Required	Provided	Office use only
In care or a care leaver	Written confirmation of current or previous looked-after status from the relevant local authority - this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.		
In receipt of IS or UC	A copy of their IS or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.		
	Tenancy agreement in the student's name		
	Child benefit receipt		
	Birth certificate		
	Utility bill		
Receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments(PIP)	Copy of their UC claim from DWP		
	Evidence of receipt of DLA or PIP must also be provided		

NOTE: All evidence for given category is required.

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### 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 7.**

Type of Income		Evidence required	Provided	Office Use
<b>A</b>	Income Support	Most recent award letter		
<b>B</b>	Working Tax Credit / Child Tax Credit	<b>ALL pages</b> of most recent Tax Credit Award		
<b>C</b>	Income-based Employment and Support Allowance (ESA)	<b>ALL pages</b> of most recent award letter		
<b>D</b>	Universal Credit	<b>ALL pages</b> of most recent award letter		
<b>E</b>	Other Benefits/Pensions (specify)	<b>ALL pages</b> of most recent award letter		
<b>F</b>	Earned income with no additional benefits (not necessary if this is included in a submitted award letter)	Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips		
<b>G</b>	Self-employed earnings with no additional benefits	Audited accounts or official tax return		

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

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. Any delay in providing the correct evidence will delay

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

**Please return this form to:** Finance Office

Please include an envelope for safe return of original documents

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

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