

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		
Home Address		
Postcode		
Telephone		
Email Address		
Type of transport to		
school (include bus		
number if appropriate)		
Part 2: Parental Contac	t Details	
Title		
Full Name		
Relationship		
Address		
Postcode		
Telephone		
Email Address		
Part 3: Household Deta		
Please state who you li	ve with and their relationship to you	
	Relationship to you	
Name	e.g. mother, father, brother, sister,	Age if under 16
	partner etc.	
Part 4: Bursary Applica	tion	
	sary that is most relevant to your circum	stances
	nt Bursary (up to £1000): complete and r	
•	ome is less than £27,500	







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.

2 - Vulnerable Student Bursary (up to £1,200: complete and move to Part 6	5
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)	

Part 5: Income Evidence (For entire household)

Please indicate which of the following benefits/income you are currently in receipt of.

Please send copies of these as evidence of the household income. This must be the most up to date information or processing the application will be delayed.

Тур	e of Income	Evidence required	Provided	Office Use
Α	Universal Credit	ALL pages of most recent award letter for the last 3 months		
В	Other Benefits/Pensions (specify)	ALL pages of most recent award letter for the last 3 months (if not annually)		
С	Earned income if no additional benefits are received	Include last 3 months wage slips		
D	Self-employed earnings with no additional benefits	Audited accounts or official tax return for most recent tax year		

Part 6: Evidence to support Vulnerable Student Bursary			
Criteria	Evidence Required	Provided	Office use
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 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	Copy of their UC claim from DWP	
Disability Living Allowance	Evidence of receipt of DLA or PIP	
(DLA) and Personal	must also be provided	
Independence Payments (PIP)		

NOTE: All evidence for given category is required.

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

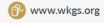
Part 8: Declaration		
I certify that the information given above is correct and understand that the school has		
the right to reclaim any funds and equipment costs, if I am found to have provided		
incorrect information or do not complete my course.		
Signature of parent (or		
student if living		
independently)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

Remember:

Your application will not be assessed unless you give your full details and all required and most recent 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 processing the application and possibly the first payment.









If you need any additional information, help completing t support, please contact Mrs Marley: lmarley@wkgs.net	
finance@wkgs.net	
For Office Use only:	
Date Received:	Evidence Provided: Yes/No
Type of Bursary:	Bursary Approved: Yes/No
Authorised by:	
Signature:	
Date:	
Please return this form to: Finance Office	
Please include a SAE for safe return of original documents.	



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