

**The Ecclesbourne School**  
**16-19 Bursary Fund Application 2023 - 2024**

Please read The Ecclesbourne School 16-19 Bursary Fund Policy 2023-2024 before completing this form.

Please send this completed form, accompanying evidence and signed declaration to:

[CCox1@ecclesbourne.derbyshire.sch.uk](mailto:CCox1@ecclesbourne.derbyshire.sch.uk)

**Student Details**

Surname		Reg Group	
Forename(s)			
Address			
Postcode			
Date of Birth			

**Level Required** - Please indicate which level of payment you are applying for:

<b><u>Level One</u></b> – Identified vulnerable students eligible for maximum of £1200.00 bursary	
I am a young person in care	
I am a young care leaver	
I am in receipt of Income Support or Universal Credit	
I am in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)	

<b><u>Level Two / Level Three</u></b> – I require financial support to purchase essential items for study.	
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**Household Income** *Required for all bursary applicants.*

My total household income is:	£
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To ensure that we prioritise our bursary to the students that need it the most, please include the required scanned supporting documentation with this form. We accept the below forms of evidence:

- Proof of benefits letters
- Tax credit award notifications
- P60s
- Pay slips
- Bank statements covering a certain period (e.g. the last 3 months)
- Universal Credit award notices (e.g. the most 3 recent monthly award statements.)

All important information on your documentation should be clearly visible, any issues with your scan could delay processing of your request.

**Bank Account Details** *(Required for all applications)*

Where bursary payments are made to a bank account, they should only be made to the students' bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

You **must** attach a copy of an original account statement, letter or form from your bank or building society that shows your name, sort code, account number and home address. Your scanned documentation will be held in a secure location. *Please complete the bank account details required.*

**Student Bank or Building Society details:**

Full name of Account Holder <i>This should be as it appears on your cash or debit card, or bank/building society statement.</i>	
Name of Bank/Building Society	
Branch	
Sort Code	____ _ -- ____ _ -- ____ _
Account Number <i>Most account numbers are 8 digits long. Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement.</i>	
Your preferred email address for remittance advice <i>We will email you when we make a payment to your account. If you would like us to use a personal email address for this purpose, please print it clearly in the box opposite → Otherwise, we will use your school email address.</i>	
Your home address:	

### **16 – 19 Bursary Fund - Student Agreement**

Students are required to electronically sign a declaration confirming that they agree to the conditions of the bursary payment (below).

Payments are conditional on students meeting the following conditions in relation to their standards of attendance and behaviour:

- Students are to arrive fully prepared for lessons, be punctual and maintain a high level of attendance.
- Students are to adhere to the Sixth Form dress code.
- Students are expected to behave in a mature fashion and to be respectful to others. Including considerate and appropriate use of social media.
- Students who fail to meet these conditions may have their payment withheld.
- We will consider the impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances.
- As much as possible, we will avoid sanctioning a student to the extent that their bursary funding had been stopped for a whole term.
- We reserve the right to take back money from students where it is not spent for the reasons it was awarded, considering the impact of such an action on the individual student before taking a final decision to do so.

By typing your name below the student agrees to meet the above conditions of the 16 – 19 bursary payment.

Student Name:	Date:
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### **16 – 19 Bursary Fund – parent / carer declaration**

Each parent / carer is also asked to electronically sign a declaration stipulating that the evidence that they have provided is accurate. By entering your name below, you are aware that a fraudulent application may result in bursary funding being ceased, over payments being recalled and the claimant could be referred to the police.

Parent Name:	Date:
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**Please note that the fund will be prioritised to those students who need it most. Any student that fits into the above categories is not automatically entitled to support from the bursary fund.**