

16-19 BURSARY FUND APPLICATION FORM - 2026-27



This completed Application Form, along with relevant supporting evidence, must be submitted as soon as possible. If the Application Form and evidence are presented later than that date, payments can only be backdated up to 8 weeks. **Please complete the form and bring it, along with your supporting evidence, to the Post 16 administrator.**

STUDENT DETAILS (Part A) <i>To be completed by the student</i>					
A1	Legal Surname / Family Name				
	Legal First Name(s)				
A2	Date of Birth		Age @ 31/08/2025		
A3	Address			A4 How will you travel to Post 16? <i>(Please tick one option.)</i>	
	Town / City			Walk	
				Bus	
	County			Train	
				Car	
	Postcode			Bike	
				Motor-cycle	
	Phone Number				Other – please state:
Email address					
A5	What is the normal weekly cost of your transport to school? <i>(Please submit a weekly bus/train ticket showing the amount paid for your journey.) This must be an adult/student ticket</i>			£	
A6	Do you live with adults who are mainly responsible for you?			Yes No	
A7	Are you in Local Authority care, a care leaver or living with foster parents?			Yes No	
A8	Do you personally receive Income Support / Universal Credit in your name?			Yes No	
A9	Are you a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments)			Yes No	
A10	Are you a parent who is mainly responsible for at least one child?			Yes No	
A11	Were you in receipt of Bursary payments in the 2024-2025 academic year?			Yes No	
Student Bank or Building Society details- These must be student bank details <i>Please provide evidence, e.g., a bank card or statement displaying the home address</i>					
	Full name of Account Holder <i>This is your name as it appears on your debit card/statement</i>				
	Name of Bank / Building Society				

A12	Sort Code	
	Account Number <i>This is not the long number on your card, but the 8-digit account number.</i>	
	Roll Number <i>Only applicable if you are with a building society</i>	

INCOME DETAILS (Part B) *To be completed by the parent(s)/carer(s) with whom the student lives typically*

B1	If the student answered 'yes' to A7, 8, or 9 overleaf, please tick here and proceed directly to B5 .	
B2	Is the student eligible for Free School Meals (FSM)?	Yes ☐ No ☐

If you have answered 'yes' to B2, proceed directly to B5. By signing this form, you agree to allow Post 16 staff to verify your entitlement to Free School Meals for bursary administration purposes.

B3	Annual Household Income (figures will need to be verified by supporting evidence) The total should include any parents, step-parents, or carers who are normally resident with the student.					
	Gross Earned Income		£		Universal Credit	£
	Working Tax Credit	£	Child Tax Credit	£	Child Benefit	£

Unless you have stated you are eligible for Free School Meals, please enclose proof of income in the form of one of the following:

- A photocopy of your latest Tax Credit Award Notice (form **TC602**). This should be a **complete** copy showing the amount of **earned income**, **working tax credit** and **child tax credit** for the current tax year.
- If you receive Universal Credit, please enclose proof of monthly payments for the current year.**
- A P60 (or if self-employed, SA302), plus 3 months of bank statements.

B4	Receipt of Benefits (if applicable)			
		Name		Relationship to student
	Adult 1			
	Adult 2			
	Benefit received annually		Adult 1	Adult 2
	Income support		£	£
	Incapacity benefit		£	£
	Income-based Jobseeker's Allowance or Employment / Support Allowance		£	£
	Support under Part VI of the Immigration & Asylum Act		£	£
	Guarantee element of State Pension Credit		£	£

*If you have entered details in section B4, you should enclose a photocopy of your letter showing entitlement and the amount of benefit received. **If you have added details here, your application cannot be processed without proof of benefit.***

B5	Home Study Environment
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	How many children are in the household?			How many bedrooms are in the household?	
	Does the student have internet access at home?	Yes ☐ No ☐	Does the student have a laptop or PC at home?	Yes (shared) ☐ Yes (own) ☐ No ☐	
Privacy Notice and Declaration					
<i>The information you provide on this form will not be passed to any other organisation and will only be used to assess your eligibility for an award from the 16 -19 Bursary scheme. In signing this form, you are agreeing that you have understood the Privacy notice and the conditions laid out in the Bursary Funding Statement, and you are making a declaration that the information given on the form is correct and complete to the best of your knowledge and belief.</i>					
Signed				(student)	Date
Signed				(parent/carer)	Date