



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

<b>Vulnerable Student Bursary (£1200)</b>	
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)	
I am a student aged 19 or over with an Education, Health and Care Plan (EHCP) and meet one of the above criteria	

<b>Discretionary Student Bursary Tier A</b>	
I am in receipt of Free School Meals	
My total household income is less than £16190.00	
I am a student aged 19 or over with an Education, Health and Care Plan (EHCP) and meet one of the above criteria	

<b>Discretionary Student Bursary Tier B – Identified students eligible for a discretionary bursary for specific educational purposes. This will not exceed £400.00</b>	
My total household income is more than £16190.00 but less than £25000.00	
I am a student aged 19 or over with an Education, Health and Care Plan (EHCP) and meet the above criteria	

**Tier B Discretionary Student Bursary**

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds or provide receipts for bus/train travel, etc. A separate form must be completed when making a request for Tier B funds during the academic year and receipts for any items purchased must be attached for audit purposes.

School Clothing	
Transport requirements	
Meals in school	
Books & Equipment	
Educational Trips/University Visits	

**Household Income** (Required for both tiers of Discretionary Student Bursary)

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with in the strictest confidence. (Please do not send any original documentation in the post. The students should bring this directly to the Finance Office, who will photocopy and return ASAP).

My total household income is:	£
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Please indicate which of the following benefits/income you are currently in receipt of. Please provide the necessary evidence.

Type of Income	Yes/No	Evidence required
Evidence of living in care or being a young care leaver		Written confirmation of your looked after status via letter or email from the relevant local authority
Income Support		An award letter which is less than 3 months old on the date of application
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
Personal Independence Payment (Disability Living Allowance)		An award letter which is less than 3 months old on the date of application
Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
Self-employed earnings with no additional benefits		Audited accounts or official tax return
Evidence of Free School Meals		Award letter
P60		Previous tax year

**Bank Account Details**

Where bursary payments are made to a bank account, they should only be made to the student's bank account.

*Please complete the bank account details required in the section overleaf.*

**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 statement)</i>	
Name of Bank/Building Society	
Branch	
Sort Code	___ __ __ -- ___ __ -- ___ __
Account Number	

*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. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.*

**We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above named student must comply with the terms of The West Kirby Grammar School Bursary Policy, and that funds may be withheld if they fail to do so. We understand that we must notify the Finance Office immediately if there are any changes in financial circumstances to ensure that funding is paid at the correct level.**

**Signed (Student)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signed (Parent)** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>For the Bursary Awards Panel Use Only</b>			
Date Application Received		Supporting documentation provided, photocopied and returned	
Date Application Reviewed		Level of Bursary agreed	