

16-19 BURSARY FUND APPLICATION FORM

Please read the St Katherine's 16 -19 Bursary Fund Policy before completing this application form.

All applications will be held in the strictest confidence.

This application is made by the Student with supporting evidence from parent/carers. Please complete the form and hand it to Mr Davies or Mrs Garrett together with your all supporting evidence.

Section 1: Applicant Details (Student)

Title:		First Name:		Last Name:	
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Address:	
Post Code:	
Mobile Tel No:	
Email Address:	

Date of Birth:	
Age as at 31 st Aug 2025: <i>You must be 16, 17,18 (and under 19)</i>	
Year Group as of Sept 2025 :	

Section 2: Residency

Please tick **one of** the appropriate box:

British Citizen	☐	EU / EEA Citizen	☐
Asylum Seeker	☐	Refugee	☐
Indefinite Leave to Remain	☐	Other (please Specify)	

Have you been resident in the UK or EU / EEA for the last 3 years?

Yes	☐
No	☐

Section 3: Residential Status

Who do you live with? Please tick **all of** the boxes that apply:

Mother	☐	Father	☐
Parent's spouse/partner	☐	In care/looked after	☐
Foster parents	☐	On my own	☐
Other: please give details including number of siblings under 18 (not including yourself)			

Section 4: Student's Eligibility/Supporting Documents

Please complete Part A or Part B below. In some cases students may be entitled to both a Vulnerable Bursary and Discretionary Bursary. If this is the case, please complete both Parts:

Tick the box applicable in the Part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form.

If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss possible alternatives.

Part A: Vulnerable Bursary

Please tick only 1 box, then go to Section 6.

The Vulnerable Bursary award is up to £1200 a year.

Eligibility Criteria	Tick	Supporting Documents required
Young person in care Or care leaver Or unaccompanied asylum seeker		Letter or email from • care home • social worker • local authority
Young person in receipt of Income Support (or Universal Credit in place of Income Support) in their own right		One or more of the following: • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young person in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right		One or more of the following: • Copies of the benefits paperwork • Last 3 months universal credit award notice

Part B: Discretionary Bursary

Please tick the relevant boxes, then go to Section 5

Eligibility Criteria	Tick	Supporting Documents required
Young people who are claiming, or are eligible to receive free school meals		• Free School Meals confirmation from North Somerset Council.

Young person whose household whose gross annual household income is below £25,000 (Household income includes the combined incomes of parents with parental responsibility and any additional partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)		One or more of the following: • Copies of the benefits paperwork • Last 3 months universal credit award notice(Please include all pages) • 2025/26 Tax Credit award statement (Please include all pages) • P60 (tax year ending April 2025) or the last 3 months pay slips • Evidence of self-employed earnings (certified accounts for 2024/25 tax year)
Young person who has been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carers or please contact Mr Davies or Mrs Garrett in confidence for advice

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with ESFA guidance.

Section 5: Discretionary Bursary - types of awards available

The amount of financial assistance you may receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when accessing learning. We will endeavor to support where we can.

Awards for the Discretionary Bursary are shown below. Please tick the relevant boxes if you feel that one or more of the categories may be relevant to you. You may not have the full details to hand now, but you will be able to give more details later.

Depending on individual circumstances, costs may be provided in full by the bursary or you may have to pay a contribution yourself. Where possible, the School will make payments 'in kind' (i.e. provide a travel pass, buy equipment or books on behalf of students or arrange payment for educational visits). The School will ask that books and equipment be returned to the school at the end of your study programme so that they may be used again.

Category	Tick	Further Details - including estimated costs where relevant (with evidence where available)
Travel to/from Sixth Form		Method of transport
		Distance between Sixth Form & home
		If bus, please confirm bus route/bus operator
		Expected cost of travel pass
Books for the subject you are studying (please detail the books required)		
IT/specialist equipment/materials		
Subject-Specific Educational Visits		
Other educational needs (please give details)		

Section 6: Bank Details

Where payments are made to students, payments will be made by BACS transfer into the student's own bank account.

Payments can **only** be made into the students own bank account. Please

insert the details below:

Account Holder Name as shown on statement (this must be in the student's name)	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

Section 7: Declarations

Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Student Declaration:

I will attend regularly and complete the course for which my bursary is supporting me.

I will notify my institution immediately with any changes to my Bank/Building Society details.

I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief.

I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.

I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the Sixth Form will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution.

I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme.

In particular, I agree to:

- Achieving at least 93.5% attendance in the period prior to the payment
- Achieving 100% exam attendance in the period prior to the payment
- Attending all timetabled lessons, including Study sessions, and Tutor time..
- Submitting all assignments on time and behaving according to St Katherine's 6th form Code of Conduct.

If for any reason, I leave the Sixth Form or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

Signed:			
Full Name (in capitals):		Date:	

Parent/Carer Declaration:

I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the School will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the student named on this form leaves Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.

Signed:			
Full Name (in capitals):		Date:	

Submission of the Application Form

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to Mr Davies or Mrs Garrett

The application form can be submitted by post or in person.

If you make an appeal against a decision, it will follow the School normal complaints procedure.

For help or advice, please contact Mr Davies daviesg2@skdrive.org or Mrs Garrett garretttr@skdrive.org