Please read the NIA Sixth Form 16-19 Bursary Fund Policy before completing this form

All sections to be completed in BLOCK CAPITALS. All evidence of household income will be processed in the strictest of confidence and in compliance with GDPR.

**SECTION A: Student Details**

|  |  |
| --- | --- |
| Legal Forename  Legal Middle name(s) | Legal Surname |
| Date of birth | Gender: Male  Female |
| Address | Time spent at this address  Years:  Months: |
| Postcode | Student email |
| Home telephone including area code | Student mobile: |

**SECTION B - Level Required**

Please tick which level of payment you are applying for and attach supporting evidence to your application

|  |  |
| --- | --- |
| Level One — Identified vulnerable students eligible for £1,200.00 bursary (paid weekly pro-rata) | |
| I am a young person in care |  |
| I am a young care leaver |  |
| I am receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner |  |
| 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) in my own name (student) |  |

|  |  |
| --- | --- |
| Level Two — Identified students eligible for a weekly discretionary bursary | |
| My total household income (including benefits) is less than £16,300.00 |  |

|  |  |
| --- | --- |
| Level Three - Other students eligible for a weekly discretionary bursary | |
| My total household income (including benefits) is between  £16,301.00 and £25,200.00 |  |

**Level One Vulnerable Bursary**

Student evidence - Please attach original supporting documentation to your application e.g. written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.

# Level Two and Level Three Discretionary Bursaries

Household income — Please attach the required original supporting documentation to your application. All evidence will be photocopied and dealt with in the strictest confidence. (Students should bring evidence directly to the Sixth Form Office who will photocopy and return ASAP).

**SECTION C: Parent or carer details**

Parents or carers within the household

|  |  |  |
| --- | --- | --- |
|  | Parent/Carer 1 | Parent/Carer 2 |
| Surname |  |  |
| First name(s) |  |  |
| Relationship to learner |  |  |
| Telephone number |  |  |
| National Insurance number |  |  |

Household income: evidence to be attached to the completed application form

Please state what your current annual household income, including benefits, is

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Parent/Carer 1 | | Parent/Carer 2 | |  |  |
|  |  |  |  |  |  |  |
| Are you employed? |  |  |  |  |  |  |
| If yes, please state  your current annual income before tax and national insurance | £ | |  | | If yes, please provide your most recent P60 |  |
| Are you self-  employed? |  |  |  |  | If yes, please provide SA302 form or certified accounts |  |
| Receipt of benefits | Yes | No | Yes | No |  | Amount |
| Child Benefit |  |  |  |  | Most recent award  letter |  |
| Working Tax Credit |  |  |  |  | If yes please provide your most recent award notice |  |
| Child Tax Credit |  |  |  |  | If yes please provide your most recent award notice |  |
| Housing Benefit |  |  |  |  | Most recent award letter |  |
| Council Tax Benefit/Credit |  |  |  |  | Most recent award  letter |  |
| Universal Credit (Income Support |  |  |  |  | Most recent award  letter |  |
| Employment Support  **Allowance** |  |  |  |  | Most recent award  letter |  |
| Carer's Allowance |  |  |  |  | Most recent award  letter |  |

If you have difficulty producing the evidence required for your application, please telephone us on 01604 212 811 or email [sixthform@nia.uk.com](mailto:sixthform@nia.uk.com) and we may be able to help.

**Please provide below details of how the bursary funds, if awarded to you, will be used, and the amount.**

Please note that those students making an application under Level 2 will not normally be eligible to claim funding for meals as they should be entitled to receive a free school meal at NIA.

The bursary will be paid direct to your bank account on a termly basis subject to attendance and behaviour standards set out in the NIA Sixth Form Policy document.

In order for us to pay the bursary into bank accounts please provide the **student’s** bank details.

|  |  |
| --- | --- |
| **Category** | Amount (£) |
| Books/equipment/specialist clothing related to  the course you are following: |  |
| Additional course costs, for example,  educational trips/visit; |  |
| Transport; |  |
| Meals; |  |
| Accommodation; |  |
| Exam re-sit fees; |  |
| Other items solely related to the course you are  following. |  |

Please note we are unable to make payments into Post Office Accounts

Account Holders Name: .................................................................................

**Bank/Building Society:** ..................................................................................

Sort Code / /

Account Number:

# SECTION D: Declaration

**Your application will not be assessed unless you sign and date this declaration.**

» I declare that all information given on this form is correct to the best of my knowledge.

* I undertake to supply any additional information that may be required to verify the information given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted.
* I undertake to inform the Sixth Form Administrator of any changes in the information given relating to my circumstances.
* I agree to abide by the terms of the Student Learner Agreement (provided once bursary has been agreed).
* I agree to repay in full and immediately any money paid to me if the information I have given is shown to be false or deliberately misleading.
* I am aware that any funding only covers the current academic year

**Signed (student)** Date

**Signed (parent/carer)** Date

The school is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within the school for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. If you knowingly provide misleading or false information you may be liable to prosecution.

**Sixth Form Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Application Received |  | Evidence provided, photocopied and returned |  |
| Date Application Reviewed |  |  |  |
| Notes: | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Signed  Print name | | Total £  Date | |
| Actions Needed | | | |