



**Coombe Dean School**  
**16-19 Bursary Application Form 2021-22**

Part 1: Student Details	
Forename	
Middle Name/s	
Surname/Family Name	
Date of Birth	
Age on 31 August 2021	
Home Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 2: Parental Contact Details	
Title	
Forename	
Surname	
Relationship	
Address	
Postcode	
Telephone Home	
Mobile	
Email Address	

Part 3: Household Details		
<i>Please state who you live with and their relationship to you</i>		
Name	Relationship to you eg mother, father, brother, sister, partner etc	Age if under 16

**Part 4: Circumstances**

If any of the following circumstances apply to you, please tick the appropriate box:

- In care (those who are privately fostered are **not** classed as looked after)
- You are a care leaver
- Receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- Receiving Disability Living Allowance or Personal Independent Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right

Please indicate the help you require by ticking the appropriate boxes:

- Travel costs
- Essential course costs (books, trips, equipment etc.)
- Meal costs
- Other (please specify)

**Part 5: Income Details (for household)**

Please indicate which of the following benefits/income you/household are currently in receipt of. Please send evidence to support this income

Type of Income	Yes/No	Evidence required
<b>A</b> Income Support/Universal Credit		An award letter which is less than 3 months old on the date of application <b>or</b> the last 3 months award statements for Universal Credit
<b>B</b> Working Tax Credit/Child Tax Credit		Your most recent Tax Credit Award
<b>C</b> Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
<b>D</b> Other Benefits/pensions (specify)		An award letter which is less than 3 months old on the date of application
<b>E</b> Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
<b>F</b> Self-employed earnings with no additional benefits		Audited accounts or official tax return

**Applications where Household Income exceeds £25,521 per annum will not be considered for support under this scheme.**

Part 6: Payment Details (BACS) <i>Account must be in the sole name of the recipient</i>	
Name of Bank	
Account Holder's Name	
Sort Code	
Account Number	

Part 7: Authorisation by Post 16 Leader	
<input type="checkbox"/> Attendance <input type="checkbox"/> Progress	
Comment	
Signature	
Date	

Part 8: Declaration	
I certify that the information given above is correct and understand that Coombe Dean School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course. I confirm that I have read the Bursary Fund Information Pack and agree to the conditions laid down.	
Signature of parent	
Signature of student	
Date	

Part 9: Statement/Behaviour Standard	
The continuance of Bursary Payments will be subject to the following criteria:  Attendance must be at least 90% (excluding study leave), with no unauthorised absence plus meeting expected progress  I accept the above terms	
Signature of student	

**Remember:**

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence please contact Mrs McDowall to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

**Please return this form to:** Mrs McDowall, Post 16 Administrator