

# **16-19 BURSARY APPLICATION FORM**

**The Application Form comprises 4 pages that are required for every application:**

- (1) Learner Information**
- (2) Level of Funding Sought**
- (3) Specific Funding Requested, and**
- (4) Parent / Carer Information**

**Prior to completing this form, please read the 'Free School Meals & Bursary Procedures.'**

**16-19 Bursary Application Form Part 1** (To be completed by the student)

**Learner Details:**

Surname / Family name:			
First Names:			
Date of birth:			
Full Address:			
		Postcode:	
Email address:			
Home Phone:			
Mobile Phone:			

**Learner Bank Details:**

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder:	
Name of Bank:	
Branch:	
Sort Code:	
Account Number:	

**Learner Declaration:**

I confirm that the details I have given in the Application Forms are true and accurate. I also accept that if I have any unauthorised absences throughout the school day or effort and / or behaviour falls below acceptable standards so that parent / carer has to be called into school, funding may be removed.			
Learner Signature:		Dated:	

**16-19 Bursary Application Form Part 2** (To be completed by the student)

**Level of Funding Sought**

**Question 1: Are you eligible to receive a Level 1 Bursary?**

<p><b>I am eligible to apply for Level 1 funding (please circle Yes/No as appropriate).</b></p> <p><input type="checkbox"/> I am living in care</p> <p><input type="checkbox"/> I have just left living in care (care leavers)</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above (students who are in care or a care leaver), please provide written confirmation of your current or previous looked after status from the relevant local authority. An official letter from your support/key worker should be provided as evidence.</p>	
<p><b>I am eligible to apply for Level 1 funding (please circle Yes/No as appropriate).</b></p> <ul style="list-style-type: none"> <li>• I am in receipt of Income Support, or Universal Credit in place of Income Support, in my own name</li> <li>• I am in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in my own name.</li> </ul>	<p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above (students in receipt of qualifying benefits), please provide a letter from the Department of Work &amp; Pensions (DWP) that states the benefit that you (the student) are entitled to (you must be entitled to benefits in your own right).</p>	

**Question 2: Are you eligible to receive a Level 2 Bursary?**

<p>Is your total family income less than £25000 per year? <b>If yes then please provide some of the evidence listed below</b></p>	<p>Yes/No</p>
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**Question 3: Are you eligible to receive a Level 3 Bursary?**

<p><b>I wish to apply for Level 3 funding (please delete as appropriate):</b></p> <ul style="list-style-type: none"> <li>• My gross household income is below £35000 per annum (as evidenced below).</li> <li>• I am in receipt of benefits (as evidenced below)</li> <li>• I have another identifiable financial need (as explained below)</li> </ul>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>If you have answered Yes above, please provide details and supporting evidence (please tick)</p>	
<p>Wage slip</p>	<p>Award letter &lt; 3 months old on the date of application</p>
<p>Income Support, or Employment &amp; Support Allowance (income based)</p>	<p>Award letter &lt; 3 months old on the date of application</p>
<p>Job Seekers Allowance</p>	<p>Award letter &lt; 3 months old on the date of application</p>

Incapacity Benefit		Award letter < 3 months old on the date of application
Disability Living Allowance		Award letter < 3 months old on the date of application
Carers Allowance		Award letter < 3 months old on the date of application
Working Tax Credit/Child Tax Credits		Pages 1-4 of the most recent Tax Credit Award
Other Earnings (please give details)		Pay slips for the last 3 months and/or 3-6 months bank statements and/or P60 (as evidence of income)
<p>If you earn over £35000 but need financial assistance because of a particular family circumstance, please explain in the box opposite. You will need to state and provide evidence of total household income.</p>		

**16-19 Bursary Application Form Part 3 (To be completed by the student)**

**Specific Financial Support Requested**

**Question 4: What specific financial support do you need?**

Specific need	Subject being studied (please specify)	Estimated Cost (please specify)
<b>Essential Books &amp; Equipment (not already provided):</b>		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
<b>Educational Visits (supporting the Curriculum):</b>		
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
<b>Transport (please specify):</b>		
<b>Travel to University Open Days:</b>		
<b>Fees for BioMedical Admissions Test (BMAT), UK Clinical Aptitude Test (UKCat), LNAT, (or similar)</b>		
<b>Other (please specify):</b>		
<b>TOTAL SUM REQUESTED</b>		<b>£</b>

**16-19 Bursary Application Form Part 3 (To be completed by Parents / Carers)**

**Parent/Carer Information:**

**Parent / Carer Details:**

Surname / Family name:			
First Names:			
Date of birth:			
Full Address:			
		Postcode:	
National Insurance Number:			
Home Phone:			
Mobile Phone:			

**Parent / Carer Declaration:**

<b>I confirm that the details on this application and the evidence provided are true and accurate.</b>			
Parent / Carer Signature:		Dated:	

All 4 pages of the 16-19 Bursary Application Form must be completed and submitted to the School Office, marked '16-19 Bursary Fund' 'For the attention of the Headteacher'.

# KEY CONTACTS

## Knole Academy Key Contacts

### Members of Bursary Panel

Position	Name	Email
Headteacher	Mr. David Collins	enquiries@knoleacademy.org
Senior Deputy Headteacher	Ms. Sarah Barnes	enquiries@knoleacademy.org
Deputy Head Sixth form	Mr. Russell Turner	enquiries@knoleacademy.org
Deputy Head KS3	Mr. Jez Major	enquiries@knoleacademy.org
Student Services Officer	Mrs. Tricia Hazelton	enquiries@knoleacademy.org
Finance Director	Mr. Keith Burton	enquiries@knoleacademy.org

### School Address

Knole Academy  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3LE  
01732 454608  
enquiries@knoleacademy.org

