



## The Preston Manor VI Form Bursary Application Form 2024-2025

Please ensure that you have read the School's 16-19 Bursary Scheme policy before completing this form. This is the only form you are required to complete for bursary applications. Requests, for Discretionary Individual Payments, will need to submit this form with a first claim to establish eligibility which can be submitted at any point throughout the year.

### Important

- Your application will not be considered if you do not answer all the appropriate sections and attach relevant documents
- Please answer all the questions clearly and by ticking the appropriate boxes
- Return your completed application form along with the required documentary evidence to the Sixth Form Administrator
- Seek support from Head of VI Form or your Form Tutor if you require assistance in completing this form.

Please indicate which type of bursary you are applying for:

Level One: Vulnerable bursary

Level Two: Discretionary bursary

Level Three: Discretionary individual payment

Section 1: Personal Details		
Surname:	Forename:	
Date of Birth:	Age at 31/08/2024:	Sex: Male / Female
Telephone Number:	Email address:	
Form:		
Previous school (if applicable):		
Full Address (including post code):		

Level subjects or course of study at Post 16.
1.
2.
3.
4.

Section 2: Background		
Are you a person in care?	Yes*	No
Are you a young person in receipt of Income Support?	Yes*	No
Are you a disabled young person in receipt of Employment and Support Allowance who is also in receipt of Disability Living Allowance?	Yes*	No
Do you have caring responsibility?	Yes*	No
*If you have answered YES to any of the above questions, please attach recent documentary evidence of this with your application form - please see the VI Form website for information about acceptable evidence		

Section 3: Household Income		
What is your total annual household income? (e.g. Earned income, maintenance payments etc.)	Amount:	
<ul style="list-style-type: none"> <li>Please supply evidence of your household income by way of a recent P60, Receipt of Benefit Notification, Self Employed Income or Tax Credit Award Notice x 3 or bank statements x 3 (so we can estimate annual income)</li> </ul>		
Are you eligible to receive free school meals or have received in past 6 years.	Yes*	No

Section 4: Educational Needs			
Please tick the education needs that are applicable to you, together with the annual cost. Please determine whether these costs are actual or estimated.			
Need	Tick (if applicable)	Actual (Cost £pa)	Estimated (Cost £pa)
Books (including revision books and aids)			
Lab coat and goggles			
Design technology materials			
Other course related equipment, please specify:			

Examination fees and resit fees			
UCAS fees			
Travel to university/apprenticeship open days and interviews.			
Public transport costs to VI Form			
Subscriptions for course related publications			
Other costs involved in the contribution of your education, please give details: Please attach a support document.			
Work experience			
Pastoral review notes: (Head of VI Form use)			

### Section 5: Discretionary Individual Payment

If there is an individual payment that you wish to be considered, please detail it below. This could include information to do with a particular set of circumstances which is currently causing financial hardship at home.

**Please attach a supporting statement.**

Details of what the individual payment will be used for:	<b>Actual (Cost £pa)</b>	<b>Estimated (Cost £pa)</b>

### Section 6: Other relevant information

If there is any other information which you would like us to consider when assessing your claim, please detail it below. This could include information to do with a particular set of circumstances which is currently causing financial hardship at home.

Please attach a supporting statement.

**Section 7: Student bank account details (Payments will only be made to student's account) Please provide evidence to show this is your account. E.g. Bank Card, Statement etc.**

Student Account Name	
Bank Name	
Sort Code	
Account Number	
Tick box to confirm account is student's	Office use only.

**Section 8: Declaration**

I confirm that all information provided on this form is accurate and true. I will notify the school immediately of any change in my or my household's circumstances. I understand that the Bursary and Discretionary Bursary is payable provided that certain conditions regarding my attendance, behaviour and effort at school are met, as detailed in the VI Form Code of Conduct. I understand that, if I knowingly gave information which is discovered to be false, or failed to notify the school of a change in my or my household's circumstances, the school will seek to recover from me any monies to which I am not entitled.

Student signature:

Date:

Parent signature:

Date:

**Section 9: Data Protection and Confidentiality**

All information and supporting documentation supplied by you with this application will be used for the sole purpose of assessing your application for financial help. Your application and some related information, including the outcome of your application, will be held and maintained in accordance with Data Protection Legislation. The data will not be passed to any other third party without your consent, expect when the school is required to do so by law. Applications are only seen by the VI Form Panel and School Finance colleagues.

**If you have any questions, please email Mr Kumaning – [k.gyamfi-kumaning@preston-manor.com](mailto:k.gyamfi-kumaning@preston-manor.com)**

**Form checks**

Form checked for	Who	Name	Initials	Date
Completeness	VI Form Admin			
Finance	Finance Team			
Approval	Head of P16/Committee			