**ENERGY COAST UTC 16-19 BURSARY – APPLICATION FORM**

Applications should be returned by **Monday 30 September** and handed in to the Energy Coast UTC Business Director. Payments will be made in kind or otherwise termly. The bursary fund is a finite fund and, as such, although applications made after this date will be welcome, they will be considered in the light of funds remaining.

Please complete the form in full and return by email to finance@energycoastutc.co.uk, marked for attention of the Energy Coast UTC’s Business Director.

**Section 1 – Student Details**

|  |  |
| --- | --- |
| First Name: | Surname: |
| Date of Birth: | Home Telephone No. |
| Email: | Mobile No. |

**Please read the bursary policy carefully**

**Please indicate below which type of bursary you wish to apply for**

**Vulnerable Bursary** [ ]

**Discretionary Bursary** [ ]

**If you are applying for the vulnerable bursary, please complete section 2 and sections 4-7**

**If you are applying for the discretionary bursary, please complete section 3 and sections 4-7**

**Section 2 – Vulnerable Bursary**

Please tick the box that applies to you, or leave blank if not applicable:

[ ]  I am living in care [ ]  I am a care leaver (have recently left care)

[ ]  I am in receipt of Universal Credit in my own name.

[ ]  I am in receipt of Disability Living Allowance or Personal Independence Payments

**Section 3 – Discretionary Bursary**

Please tick the box that applies to you, or leave blank if not applicable:

[ ]  I am eligible for free school meals

[ ]  My household has a net total **household** income (see\*) below £40,000 per annum.

[ ]  Other exceptional circumstances (please explain below)

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**\***(This means when you add up all the income for everyone who lives in the same house as me, the total is under £40,000 per annum).

**Section 4 – Proof of Eligibility**

Your declarations in sections 2 and / or 3 must be supported by evidence. The table below shows the evidence you will need to supply. Please tick the evidence you are providing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of household income** | **Y/N** | **Amount per month** | **Suitable Evidence** |
| Universal Credit |  |  | Letter of award, award notice or entry on bank statement  |
| D.L.A. / P.I.P. |  |  | Letter of award, award notice or entry on bank statement  |
| Maintenance/Child Support |  |  | Letter of award, award notice or entry on bank statement  |
| Wage – Parents/Carers |  |  | Weekly/monthly pay slips or entry on bank statement. Self-employment accounts. |
| Other – please state e.g., investment income, rental income |  |  | Entry on bank statement |
| **Total monthly income:****(this must be completed)** |  |  |

If you live with your parents/carers we need **full details of their household income.** This must includeevidence of all types and amounts of income received **for a full three months before the date of the application.** An assessment can only be made once all this information has been supplied.

Please ensure that any letters of proof/award notices provided are original documents and that no pages are missing. Original documents will be scanned and returned to students.

**Section 5 – Support Needs**

What will the funds be used for? Continue on additional paper if required. Please attach evidence to support your application.

[ ]  Travel – Projected annual cost =

[ ]  Meals [ ]  iPads

[ ]  Books or Equipment [ ]  Trips/Placements

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please briefly outline information and cost for the required resource/s you are applying for to support your studies. If you are applying for a sum of money the reasons for this must be outlined clearly below. The Bursary fund is to support students who are struggling with the costs of their studies.

**Section 6 – Student Bank Account Details**

|  |
| --- |
| Please provide student’s banking details, where funds might be sent by BACS: |
| Account Holder’s Name: |  |
| Bank Name: |  |
| Sort Code: |  |
| Account Number: |  |

**Section 7 – Declaration**

**Please read the declaration below carefully before signing:**

* I declare that the statements made on this form are true and, to the best of my knowledge and belief, are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. I also undertake to inform the school in writing of any alteration to any of the particulars. I agree to repay the school in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
* I am aware that the funding covers only this school year, that I must reapply next year and that there is no guarantee that I will receive funding next year even if I am eligible for the current year.
* I am aware that all information I provide must be truthful and accurate
* I am aware that monies may be reclaimed and eligibility withdrawn should I knowingly provide information which is discovered to be false. An application found to be false or incomplete may be referred to the Department for Education and the Police.
* I am aware that the payment of a bursary is conditional upon satisfactory attendance and behaviour and that I have read and signed the Energy Coast UTC’s Sixth Form Home School agreement. If my attendance and behaviour falls below expectations, a review of future payments will be instigated and may be stopped.
* **Attendance**: I am aware that I must be on roll in full time education at the UTC, with attendance at or above school target (98%) unless there is a valid reason why this level of attendance cannot be achieved – in which case my own attendance target must be met. I will also meet punctuality and attendance requirements.
* **Behaviour**: I am aware that I must behave appropriately and submit work of an appropriate level and to the required deadlines.

Signed (Student) Date

Signed (Parent/Carer) Date

Name of Parent / Carer (please print)

**For School Use Only:**

Date Received Number:

Bursary Approved: Yes / No Vulnerable / Discretionary

Authorised By: Date:

Letter sent: First payment made – date:

Additional Notes: