

Sacred Heart Catholic College

Appendix 1

Application for Tier 1 Funding - £1,200 per annum, 16-19 Bursary Fund

NB. This form should be completed and submitted with appropriate evidence.

Full name:

Date of birth:

Current Year Group:

I wish to apply for Tier 1 funding under the following criteria (please delete as appropriate):

- I am living in Care (as defined by Sefton Social Services) .
- I am leaving/have just left living in Care.
- I am receiving Income Support in my own name.
- I am a disabled student and receiving **both** Employment Support Allowance **and** Disability Living Allowance.

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Signed: (Parent / Carer) _____

Date: _____

Date application received: _____

Date reviewed/signed by College Bursar and AHT: _____

Outcome: Rejected/ Accepted

Nb. The application form and appropriate appendices needs to be handed to the School Office marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September for onward transmission to the SBSS to draw down funds.

NB. All information provided will be treated in the strictest confidence.

Application for Tier 2 Funding -16-19 Bursary Fund

NB. This form should be completed and submitted with all appropriate evidence.

Full name:

Date of birth:

Current Year Group:

I wish to apply for Tier 2 funding under the following criteria (please delete as appropriate):

- My total gross household income is below £20,000 (if yes, attach evidence)
YES/NO

- I am in receipt of Free School Meals (if yes, the local authority can provide this)
YES/NO

I wish to apply for support towards:

Specific need (e.g., transport)	Amount applied for £
Total £	

I attach to this form evidence to support my application (for ego P60, Tax Credit Form et c)

I understand my attendance must be above 90. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Signed: (Parent / Carer) _____

Date:

Date application received: _____

Date reviewed/signed by College Bursar and AHT: _____

Outcome: Rejected! Accepted

The application form and appropriate appendices needs to be handed to the School Office marked '16-19 Bursary Fund' as soon as possible following admission to the Sixth Form in September.

Nb. All information provided will be treated in the strictest confidence.

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Appendix 3

Application for Emergency Funding - 16-19 Bursary Fund

This form is intended to provide support for students who wish to claim back a contribution towards the expenses for a specific educational related activity (see examples below). Claims can only be made from this fund after an event and a receipt **MUST** be provided. Please complete a separate form for each separate event if the student is seeking reimbursement from more than one event. Whilst the school will endeavour to meet such claims, there is only a limited budget available and may only be possible to part meet claims.

Full name:

Date of birth:

Current Year Group:

I wish to apply for Discretionary/Emergency funding (e.g. homelessness) under the following criteria:

- To reimburse me for the cost of / or I have an identifiable financial need (please explain below).

I wish to apply for support towards:

Specific need (e.g. transport; workshops; conferences; contribution towards Educational Visit; taster courses; University Open Days - this is not an exclusive list)	Amount applied for £
Total £	

I attach to this form the following _____ receipts/evidence of the costs I have incurred
(Please specify the number of receipts you are submitting and attach them to this form):

I will be able provide receipts for the above. I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Learner) _____

Signed: (Parent /Carer) _____

Date: _____

Date application received: _____

Date reviewed/signed by College Bursar and AHT: _____

Outcome: Rejected / Accepted

The application form and appropriate appendices needs to be handed to the School Office marked: F.A.O. College Bursar '16-19 Bursary Fund'.

NB. All information provided will be treated in the strictest confidence.

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Appendix 4

Proof of income / benefit submitted for 16-19 Bursary Fund

Whatever you have declared in Appendix 2 or 3 must be supported with evidence in order for an assessment to be made.

Please tick the ones you are providing:

Type of income	Evidence required	Tick if supplying
Annual salary	P60 for tax year 2014-15, or last week in March 2015 payslip or month 12 (March 2015) payslip or Working Credit Award Notice	
Frees School Meals	Confirmation of Free School Meals letter - dated within 3 months	
Income Support	Entitlement/Award letter - dated within the last 3 months	
Job Seekers Allowance	Entitlement/Award letter - dated within the last 3 months	
Employment Support Allowance	Entitlement/Award letter - dated within the last 3 months	
Incapacity Allowance	Entitlement/Award letter - dated within the last 3 months	
Carer's Allowance	Entitlement/Award letter - dated within the last 3 months	
Any other benefit	Entitlement/Award letter - dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2019-2020". Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement/Award letter - dated within the last 3 months	
Any other income	Relevant paperwork	

NB. Information provided will be treated in the strictest confidence.