

**16-19 Discretionary Bursaries: Student Application Form**

**Please use this form to apply for a Discretionary Bursary only when you have read the guidance in the letter to your parents/carers.**

**All applications will be treated in strictest confidence.**

**A. Personal Details**

Name		
Address		
Form	Date of Birth:	Age in Years on 31 August 2018:

**B. Eligibility for a Discretionary Bursary**

The statements below do not represent an exhaustive list of eligibility; however they do provide good indicators. Further evidence may be requested. All sources of income should be evidenced.

Please tick the box(es) where you can provide evidence and **attach it to this form.**

Evidence that the learner’s household income is likely to be below £28,000.

(We understand financial hardship can occur where an income is above £28000. Please contact Anne-Marie Martin if this is the case and there is something we may be able to support with.)

- Tax Credits forms
- P60 [s]
- Three to six months of bank statements (this could be evidence of self employment income)

Evidence of the following circumstances will also be taken into account when considering applications for discretionary bursaries:

- Entitlement to free school meals
- Exceptional circumstances, such as where a learner is providing care to a sick or disabled relative
- The number of dependent children in my household is.....

**C. Declaration**

- I confirm that all details provided on this form are complete and accurate.
- I confirm that I will inform the school of any changes in circumstances which may affect my eligibility for the Discretionary Bursary.
- I understand that the discretionary bursary is dependent on meeting the following standards of attendance and behaviour:
  - a) There is no unauthorised absence from lessons or registrations during that half-term,
  - b) Overall lesson attendance is at least 90% ,
  - c) All examinations that term have been attended,
  - d) Reported levels of Engagement in Learning are good or better in every subject.
  - e )Punctuality to registration and lessons has been at least 95%
  
- I understand that I must provide receipts/allow the school to obtain travel documents on my behalf by providing advance notice of need.

**NB:**  
**Signed:** ..... (Student) **Date:** .....

**Please return this application form to Mrs Faye Webb PA to Mrs A M Martin, Head of Sixth Form, in hard copy or via email: [f.webb@maryhare.org.uk](mailto:f.webb@maryhare.org.uk)**