

16-19 BURSARY APPLICATION FORM

Please deliver this form to the school's Finance Department along with any relevant evidence

Please indicate which fund you are applying for:

- Bursary Fund** **Please complete all of the application form**
- Discretionary Payment** **Please complete personal details and Q1-9 & Q13**

Please complete all information in BLOCK capitals:

Surname:		Forename:	
Date of Birth:		Sex: Male/Female	
Previous School Name (if not Liverpool College):			
Address:			
How long have you been resident in the UK?			
Home Telephone Number:		Parent Mobile Number:	
Student Mobile:		Student E Mail:	

1. Are you a young person in care?	Yes	No
2. Are you a care leaver?	Yes	No
3. Are you a young person in receipt of income support?	Yes	No
4. Are you a disabled young person in receipt of employment and support allowance who are also in receipt of disability living allowance?	Yes	No

If you answered YES to any of the above questions, please attach evidence of this with your application form.

5. Are you eligible for free school meals? (Household income less than £20,817 pa)	Yes	No
6. Does your household receive means-tested benefits e.g. Working Tax credit?	Yes	No

If you answered YES to any of the above questions, please attach evidence of this with your application form.

7. What is your household income? (Please complete)	£
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Please supply evidence of your household income by way of a P60, Working Tax Credit annual statement letter from HMRC, Receipt of Benefit Notification, Tax Credit Award Notification or Self Employed Income Notification.

8. How do you travel to school?	
9. If by public transport what are the weekly costs?	

Please supply evidence of the cost of transportation to school.

10. Do you have any course/equipment costs?	Yes	No
11. Please provide additional information:		

Please supply evidence of the costs at school.

12. Please provide additional information that may be relevant including the details of any discretionary fund requests . (Please attach further details if necessary).
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13. Please provide the student's banking details, where funds might be sent by BACS:	
Account Holder's Name	
Bank Name:	
Sort Code:	
Account Number:	

I/We confirm that all information provided is true and I will notify school if any circumstances change. I/We understand that the bursary will be provided on the basis that certain conditions set by the school as detailed in the Bursary Contract and understand that money may be claimed back if I/We knowingly gave information which is discovered to be false.

Please hand this form to the school's finance department along with any relevant evidence

Student Signature:

Parent Signature:

Date:

School Use Only:

Received:	Number:	Purpose:	Awarded:
	Bursary 1:	Bursary 2:	Discretionary:
Payment:	Weekly (36)	Individual (1)	
Evidence Seen:	Q1-4	Q5-8	Q9
	Q10-11	Q12-13	Bank

Full Bursary

Full Bursary students receive a vulnerable bursary which is automatically made available to the students in one of the categories below:

- Young people in care
- Care leavers (young people aged 18-21 who have been looked after for more than 13 weeks or since the age of 14; or young people who cease to be looked after or accommodated)
- Students claiming Income Support or Universal Credit (in their own name)
- Disabled students receiving both Employment Support and Disability Living Allowance or PIP

All the students listed above are automatically allocated a bursary by the EFA following each Assessment Point if they have met the conditions in the 16-19 Bursary Contract concerning a student's behaviour and attendance at Liverpool College.

For a Full Bursary you will need to submit:

- A letter from the Local Authority confirming care or leaving care arrangements.
- Claiming Receipt for both Disability Allowance and Employment Support Allowance or PIP: a letter setting out the benefit to which a young person is entitled, confirming that the terms of the benefit allow them to take part in further education
- Claiming receipt for income support /Universal Credit (paid to them not their parents).

Discretionary Bursary

The eligibility criteria to **make an application** for a Discretionary Bursary are:

- A household income of below £25,000
- A student currently entitled to Free School Meals, or
- A student whose parents are currently claiming other means-tested benefits including Income Support, Working Tax Credit/ Child Tax Credit, Income Based Employment and Support Allowance (ESA), who is not entitled to free school meals
- At the decision of the Principal, any student who does not fall under the categories listed above, but consider themselves to be in financial hardship
- Students who are young carers and are not in receipt of a carer's allowance

For a Discretionary Bursary you will need to submit:

- An Income Support award letter which is less than 3 months old at the date of application.
- All pages of a recent Tax Credit Award
- An ESA award letter which is less than 3 months old at the date of application.
- A pensions/ benefits award letter which is less than 3 months old.
- 3 months of wage slips
- Self-employment audited accounts or an official tax return.

All documents in support of the application must be original and attached to the form.

For all bursaries, it is best practice to pay 'in kind' rather than in cash. For example students can have a travel pass purchased on their behalf, be given travel tickets to open days and/or provided with free school meals.

Sixth Form Bursary Contract

All students in receipt of funding must sign a Sixth Form Bursary Contract, which states the conditions under which the College will issue the funding.

Students must:

- Have attendance at 95% or above for the duration of the Assessment Point period unless supported by a medical note
- Display a positive attitude to learning with a grade average of 3.0 or higher on Interim Reports at each Assessment Point.
- Not disrupt the learning of other students in lessons. If a student disrupts the learning of other students, refuses reasonable requests, interrupts lessons, challenges teachers or challenges other students resulting in detention this will be recorded and lead to a deduction made to bursary payments.
- Have good behaviour around the College. Any poor behaviour leading to sanctions will result in deductions made to bursary payments.