



SIR THOMAS RICH'S SCHOOL

16-19 BURSARY APPLICATION FORM

2023 – 2024

The 16–19 Bursary Fund Scheme was set up by the Government in 2011 to 'provide financial assistance to those young people who face a financial barrier to continuing education or training post-16.' You are eligible to apply for bursary if you meet either of the criteria listed below:

- If you are living in care, a care leaver, receiving Income Support/Universal Credit or are disabled in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance, in your own right, you will be given the highest priority and may be eligible to receive a Bursary of up to £1,200 a year.
- If you are aged between 16 and 19 on 31st August in the academic year in which you start your programme of study, and you satisfy Education Funding Agency (EFA) residency criteria, and your household income is below £26,000, you may be eligible for a smaller bursary.

Applicants should be aware that the School is only allocated a finite amount of money for bursaries and this will be distributed amongst applicants in relation to their priority levels of eligibility. Once this money has been allocated there will be no more money to distribute. You should note that applying does not guarantee STRS can meet your claim.

Please be aware that you need to **complete all necessary sections of this form and provide evidence** of household income in order to be considered. Please submit **photocopies** of any declared benefits or income. All information will be treated with the strictest confidence.

If you need help in completing this form you should contact Mrs J Miller in the School Finance Office (tel 01452 338400).

Personal Details	
Name:	
Tutor Group:	
Date of Birth:	
Address:	
Postcode:	
Telephone No.:	
Email Address:	
A-Level Courses:	

Personal Circumstances (all applications are treated in the strictest confidence)	Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?		
Are you in receipt of Income Support/Universal Credit?		
Are you disabled and in receipt of Employment Support Allowance /Universal Credit and Disability Living Allowance/Personal Independence Payments		
Are you in receipt of free-school meals?		
Have you been a UK resident for the last 3 years?		
Do your parents /guardians receive any of the following benefits?	Yes	No
Universal Credit/Income Support/JSA/ESA:		
Child Tax Credit:		
Working Tax Credit:		
Other income based benefit (please specify, DO NOT include PIP):		

If you live with or are financially dependent upon your parent(s) or guardian(s) and they are on a total household income below £26,000 please give the following details:

Adult 1		
Name		
Relationship to Student		
Adult 2		
Name		
Relationship to Student		
Their annual earnings (including benefits): <u>You must submit proof in the form of notification from Benefit's agencies, P60, Tax Credit Award Notices, Universal Credit monthly award statements (for the 3 most recent months), letter of student entitlement to Free School Meals, or evidence of self-employed earnings.</u>		

Other Information	
Number of dependent children living in the household	
Travel costs e.g. weekly bus ticket, mileage to school	
Unearned Income (e.g. shares/investments, savings, rental income)	

Student Declaration	
I certify that the information I have provided is correct and that I can provide supporting evidence. I understand that it is my responsibility to inform STRS of any changes to my personal circumstances; failure to do so may result in funds being reclaimed.	
Signed:	Date:
Parent / Guardian Signature:	Date:

Procedure & Notes
<ol style="list-style-type: none"> 1. Application form to be completed by the student and submitted, with supporting evidence, to Mrs J Miller in the School Finance Office by 22 September 2023. 2. Your application will be assessed, and you will then be informed if your application has been successful. 3. If your application has been unsuccessful, reasons will be provided. You can appeal against this decision by writing to the school within seven days. 4. Payments are made directly to students by BACS periodically throughout the academic year. These payments do not affect other means tested benefits families might be in receipt of. (A BACS form will be given to you if your application is successful). 5. Payments will be backdated to the start of the academic year in September. 6. Failure to meet the terms of the 16-19 Bursary Agreement may lead to the cessation of payments. You will be notified of this in writing. (The Agreement will be given to you if your application is successful). 7. If a student who has received financial assistance leaves before the completion of their course, they may be required to repay all or part of their grant.

For Office Use Only

Actions / Decisions:

Authorising Signature:

Staff Initials:

Date: