

Appendix A 16-19 Bursary Fund Application Form 2025-2026

Please complete this form and return it via email to bursaries.(name of school)@consortiumtrust.org.uk together with your supporting evidence, for your application to be processed. Completed application forms should be returned by **30th September** to enable bursary awards to be assessed on a fair basis. However, we acknowledge that pupils' circumstances may change and therefore the application process will remain open for the whole school year.

Pupil details			
Surname			
Forenames			
Address			
Postcode			
Date of Birth			
If aged 19 or over, do you have an Education Health and Care Plan?			Yes
			No

Parent / Carer details – please provide the details of one parent / carer			
Full name			
Relationship to pupil			
Address			
Postcode			
Contact Details	Mobile		Email

Vulnerable Bursary criteria		
To qualify you must fall into one of the below categories and produce the required evidence as stated		
Care Leaver or currently looked after in care? (<i>evidence required - letter from Local Authority</i>) NOTE: Those who are privately fostered are not classed as in care	Yes	No
Are you in receipt of Income Support or Universal Credit because you are financially supporting yourself? (<i>evidence required - Income Support or Universal Credit Statement Letter</i>)	Yes	No
Disabled pupil in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) PLUS either Employment Support Allowance (ESA) or Universal Credit (UC) (<i>evidence required - award letter showing in receipt of both ESA (UC) + DLA/PIP</i>)	Yes	No

Discretionary Bursary criteria		
Your household income is one of the criteria which will help us assess your application. You may need the person responsible for the household bills to complete this section. If your TOTAL household income exceeds £43,000 per annum (excluding Disability Living Allowance and Child Benefit), you may not be eligible for a Bursary payment		
If you or your siblings are in receipt of Free School Meals you do not need to provide further financial information in the section below – please proceed to Free School Meal Section		
Number of dependent children in the household (deduction of £2,500 for each dependent child from eligible household income up to a maximum of 3 children)		
Pupil who lives in a household where annual household income is less than £33,000	Yes	No
Pupil who lives in a household where annual household income is more than £33,001 but less than £43,000	Yes	No
Please tick to indicate what type of evidence you have provided for the household members and ensure it is dated within the last 3 months where applicable. If you cannot provide evidence then we cannot process your application for bursary payments.		
P60 (for last tax year)		
Wage slips for household (last 3 months)		
Self-employed earnings (tax return) (for last tax year)		
Income Support/Universal Credit (award letter)		
Full Tax Credit Award Notice		
Other benefits/pension (award letter)		

Free School Meals		
Are you, or your sibling(s), in receipt of Free School Meals	Yes	No
<i>Additional information may be required to confirm eligibility if Free School Meals relates to a sibling only</i>		

Financial Assistance		
The amount of financial assistance you will receive depends on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance. This information is strictly confidential and will only be used for this assessment purpose.		
What do you need financial assistance for?	Tick	Provide details of what you require
Transport		
Books or equipment		
School lunches		
Educational visits		
Clothing		
Specialist equipment		
Any other assistance or exceptional circumstance		

Payment details

Please note that we usually pay Bursary awards 'in kind' e.g. by purchasing any equipment required or paying for transport. Any payments made directly are usually to a pupil's bank account by BACS. Where a pupil cannot manage their own funds, the school will consider who will manage the bursary on the pupil's behalf.

Declaration

All applicants must sign the declaration.

I declare that all the information given in this form is accurate and correct to the best of my knowledge.

I understand giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. I understand the receipt of a Bursary is never guaranteed.

I will inform the school in writing of any changes or alteration to the information given. I understand that if there is any change to my financial circumstances my eligibility for financial support will be reviewed.

I understand that receipt of a bursary is conditional on meeting the agreed standards of behaviour set by the school and 85% statutory attendance and that any financial support I receive is to allow me to continue in education.

I understand that if I withdraw from Post 16 provision, financial support will cease.

Any equipment provided will remain the property of the school and will be returned in good condition at the end of the course.

I am aware that the funding covers only this school year and that I must re-apply next year.

Pupil Signature _____ **Date** _____

Applicant Signature _____ **Date** _____

Relationship to Pupil _____

