

The Rosedale Hewens Academy Trust 16 – 19 Bursary Fund Application Form

Part 1: Student's Details	
Forename:	
Middle Name/s:	
Surname/Family Name:	
Date of Birth:	
Age:	
Home Address:	
Postcode:	
Telephone Home:	
Mobile:	
Email Address:	
Registered College:	

Part 2: Parental Contact Details	
Title:	
Forename:	
Surname:	
Relationship:	
Address:	
Postcode:	
Telephone Home:	
Mobile:	
Email Address:	

Part 3: Household Details		
Please state who you live with and their relationship to you:		
Full Name	Relationship to you e.g. mother, father, brother, sister, cousin, grandparent etc.	Age, if under 16 years old

Part 4: Circumstances

If any of the following circumstances apply to you, please tick the appropriate box:

- You are 16-19, live independently and receive Income Support or Universal Credit;
- You are 16-19 and a parent, and receive Income Support or Universal Credit;
- You are 16-19 and receive Personal Independence Payments or Employment and Support Allowance in your own right;
- You are 16-19 and receive Income Support or Universal Credit for any other reason;
- You are 'in care';
- You are a 'Care Leaver';
- You are a disabled student;
- You have an Education, Health and Care Plan (EHCP);
- None of the above.

If none of the above apply to you, please explain below why you have applied for the 16 – 19 bursaries.
If you have ticked any box above, please answer the questions below.

Please explain what you intend on using a Post 16 Bursary for:

Part 5: Income Details (For Household)

Please indicate which of the following benefits/income you are currently in receipt of. Please attach the necessary document(s) outlined, as evidence of your household income.

Type of Income		Yes/No	Evidence Required
A	Income Support		An award letter which is less than 3 months old on the date of application
B	Universal Credit		The 3 most recent monthly award statements notice and evidence of your Independent Status (a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
C	Working Tax Credit / Child Tax Credit		Pages 1- 4 of your most recent Tax Credit Award.
D	Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application.
E	Other Benefits/Pensions (please specify)		An award letter which is less than 3 months old on the date of application.
F	Earned income with no additional benefits		Include last 3 monthly wage slips; or last 6 weekly wage slips; or 4 fortnightly wage slips.
G	Self-employed earnings with no additional benefits		Audited accounts or official tax return

If you have ticked either **F** or **G** above, please tick one of the following boxes:

- Household income below £15,000
- Household income between £15,001 and £20,000
- Household income between £20,001 and £23,000

Part 6: Evidence of Eligibility for Young People in ‘Vulnerable Groups’:

Please **only** complete this section if the following definitions apply to you.
Please indicate which of the following benefits/income you are currently in receipt of. Please attach the necessary document(s) outlined, as evidence.

Definition		Yes/No	Evidence Required
A	‘In Care’		Written confirmation of your current looked-after status from the relevant local authority. The evidence could be a letter or an email, but must be clearly from the local authority.
B	A ‘Care Leaver’		Written confirmation of your previous looked-after status from the relevant local authority. The evidence could be a letter or an email, but must be clearly from the local authority.
C	Receiving Income Support or Universal Credit, in your own right		<ul style="list-style-type: none"> • a copy of your Income Support or Universal Credit award notice. • This must clearly state that the claim is in your name and must confirm that you are entitled to the benefits in your own right. • The evidence must not state any conditions that prevent them from participating in further education or training. • For students in receipt of Universal Credit, the following must be provided: a tenancy agreement in your name, a child benefit receipt, children’s birth certificates, utility bills etc.
D	Receiving Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit		<ul style="list-style-type: none"> • a copy of your UC claim from DWP (UC claimants should be able to print off details of their award from their online account;) • evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.
E	Receiving Personal Independence Payment (PIP) in your name and either ESA or Universal Credit		<ul style="list-style-type: none"> • a copy of your Personal Independent Payment (PIP) award letter from the Department of Work and Pensions (DWP).

Remember:

Your application will not be assessed unless you give your full details and include the appropriate documentary evidence of household income and other relevant circumstances. You may also wish to attach a letter outlining any special circumstances that may apply to your case.

For more information on defining ‘vulnerable groups,’ please visit:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year#eligibility-criteria-bursaries-for-young-people-in-defined-vulnerable-groups>

Part 7a: Attendance, Behaviour and Attainment Conditions and Declaration

I understand that the Post 16 Bursary is subject to outstanding behaviour, attendance and attainment, in accordance to The Rosedale Hewens Academy Trust ethos and expectations. As such, I hereby pledge to ensure that my punctuality to morning registration and lessons, my work ethic and my behaviour for learning all reflect the values of the Trust. I also understand that the granting of the Post 16 Bursary is dependent on my adherence to Trust standards and a demonstrated inability to do so may impede on eligibility for the Post 16 Bursary. Furthermore, I am aware that my performance and attitude to learning will be reviewed before any further possible instalments are made and that payments can be withheld if I do not meet the agreed standards.

Print Full Name:

Home College:

Signature:

Date:

Part 7b: Additional Payment Conditions and Declaration:

- In the first instance, The Rosedale Hewens Academy Trust will endeavour to pay bursaries in-kind rather than cash, as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.
- The Rosedale Hewens Academy Trust insists that students only spend the bursary payments on the support that has been identified as necessary to help them participate in education. This means that students can only use the funds to pay for travel costs and/or a meal during the day, to buy equipment or any other support that has been agreed.
- The bursary payments must be paid into the students' account and **not** into another person's account, except in exceptional circumstances where a student is unable to administer their own account. If the student cannot manage their own funds, the Trust will consider and identify an appropriate adult who will manage the bursary on the student's behalf.
- Payments will be made on a bi-weekly basis.
- Payments will be stopped if a student is absent for a period of 4 continuous weeks or more (excluding holidays, or if there is evidence that the student intends to return)
- Payments will be stopped where students have made a decision to withdraw from a study programme.
- Payment of the bursary will be reviewed by The Trust if absences are caused by illness, caring responsibilities or other exceptional circumstances.
- The Rosedale Hewens Academy Trust reserve the right to reclaim bursary payments from students if they have not spent it for the reasons it was awarded to them.
- In cases where The Rosedale Hewens Academy Trust purchases books or equipment for a student, the student must return these at the end of their study programme for reuse, where appropriate.

I certify that I understand the above payment conditions and comply with the terms set out by The Rosedale Hewens Academy Trust.

Full Name of Student:

Full Name of Legal Guardian:

Signature of Student:

Signature of Legal Guardian:

Date:

Date:

Part 8c: Correct Information Declaration

I certify that the information given above is correct and understand that The Rosedale Hewens Academy Trust has the right to reclaim any funds and/or equipment costs, if I am found to have provided incorrect information, or the student does not complete the course.

Full Name of Student:		Full Name of Legal Guardian:	
Signature of Student:		Signature of Legal Guardian:	
Date:		Date:	

Part 9a: Bank Account Details

Name of Account Holder:	
Name as it Appears on the Card:	
Bank:	
Account Number:	
Sort Code:	

Part 9b: Ratification of Bank Account Details

To be completed by the Senior Finance Officer; please tick to confirm that the details provided in Part 9a match the details of the debit card.

Name of Account Holder:	The name of the bank account holder matches the name on the debit card	<input type="checkbox"/>
Name as it Appears on the Card:	The details provided in 9a match that of the debit card	<input type="checkbox"/>
Bank:	The name of the bank provided matches the bank on the debit card	<input type="checkbox"/>
Account Number:	The Account Number provided matches that of the debit card	<input type="checkbox"/>
Sort Code:	The Sort Code provided matches that of the debit card	<input type="checkbox"/>

Declaration

I have seen the debit card and can confirm that the details provided in Part 9a are consistent with, and match the details on the debit card.

Signed by Senior Finance Officer		Date:	
---	--	--------------	--

**Please return a complete Post 16 Bursary Form to:
C Johnson-Barnett and D Mc Pherson.**

To be completed by the Co-Directors of Post 16

Part 10a: Recommendation by the Director of Post 16	
<input type="checkbox"/> Attendance <input type="checkbox"/> Achievement <input type="checkbox"/> Behaviour and Attitude	
Comment	The above student will continue to meet all expectations as laid out in the Post 16 Code of Conduct. This student's performance and attitude to learning will be reviewed before any further possible instalments are made.
Signature	
Date	

Part 10b: Support Statement for Discretionary Bursary (to be completed by Director of Post 16)	
Print Name of Director of Post 16:	
Signature of Director of Post 16:	
Date:	

Part 11: Student Interview Outcome

- The applicant understands that the 16-19 Bursary is subject to outstanding attendance, behaviour and progress;
- The applicant understands that the Trust can withdraw funding, as per the Bursary Fund Guide 2020-2021;
- The applicant meets the eligibility criteria for the 16-19 Bursary, certified by appropriate evidence;
- The applicant has presented proof of their UK residency;
- The applicant has explained their individual barriers to learning and participation in education;
- The applicant has explained how bursary funding can support them in overcoming these barriers to learning.

Any additional comments on the students' eligibility for the 16-19 Bursary:

Print Name:

Signature:

Date:

To be completed by the Chief Officer of Operations

Part 12: Final Decision

- Grant the applicant full access to 16-19 Vulnerable Bursary Funding.
- Grant the applicant full access to 16-19 Discretionary Bursary Funding.
- Grant the applicant partial access to Vulnerable Bursary Funding.
- Grant the applicant partial access to Discretionary Bursary Funding.
- Reject the applicant, due to inability to meet any and all eligibility criteria.

Print name of Chief Officer of Operations:

Signature:

Date: