

# 16 to 19 Discretionary Bursary Fund

## Application Form



Bursary application window operates during the first week of every half term.

The student should complete this form (in conjunction with a parent) and either post or email it, with supporting evidence to Vice Principal/Head of Sixth Form (j.slater@alcestergs.com)

**WE NOW PROCESS ANY CLAIMS VIA BANK TRANSFER – PLEASE CONTACT THE FINANCE DEPARTMENT WITH YOUR BANK DETAILS (YOU ONLY NEED TO DO THIS ONCE, NOT WITH EVERY CLAIM!)**

Name of student		Date of request	
Tutor group			
I confirm that I have read and agreed to the terms of bursary on the school website.			
<b>Signed</b> .....			
<b>Your household income is one of the criteria which will help us to assess your application.</b>			
Total gross household income per annum/month <b>If your total gross household income exceeds £25,000 you will not be eligible for a bursary without a further explanation of exceptional expenses / income shortfalls</b>		£	
Please tick <b>one</b> of the following to show what type of evidence you have provided from your parent(s). <b>If you cannot provide evidence then we cannot process your application for bursary payments.</b>			
P60	<input type="checkbox"/>	Income Support / Universal Credit (award letter)	<input type="checkbox"/>
Other benefits/pension (award letter)	<input type="checkbox"/>	Self-employed earnings (official tax return)	<input type="checkbox"/>
Number of dependent children in the household			
<b>Assistance requested</b>	<b>Specific details</b>		<b>Requested amount (£)</b>
Travel to/from school			
Meals (these would take the form of credits in the studio for lunch)			
Equipment / Books			
Exam fees			
School curriculum trip			
Other (give details)			
<b>Other extenuating circumstances that would help us make an assessment. Please give as much detail as possible (continue in a separate email if necessary).</b>			
<b>WE NOW PROCESS ANY CLAIMS VIA BANK TRANSFER – PLEASE CONTACT THE FINANCE DEPARTMENT -<a href="mailto:r.kendrick@alcestergs.com">r.kendrick@alcestergs.com</a> - WITH YOUR BANK DETAILS (YOU ONLY NEED TO DO THIS ONCE, NOT WITH EVERY CLAIM!)</b>			

All information provided ONLY goes to the Vice Principal/Head of Sixth of Sixth Form.