

# 16-19 BURSARY FUND APPLICATION 2021-2022



**SHOOTERS HILL**  
SIXTH FORM COLLEGE

*Inspiring Young People*

This application should be completed by students seeking financial support for their studies. Please read the questions carefully before answering and write in BLOCK CAPITALS to ensure accuracy. If you have any questions about this form or you need assistance: please email: [bursary@shc.ac.uk](mailto:bursary@shc.ac.uk), call 020 8319 9704, or visit the Student Services Team in D301.

**RETURN THIS FORM, TOGETHER WITH ALL SUPPORTING EVIDENCE TO RECEPTION DESK.**

**STUDENTS MUST BE OVER 16 BUT UNDER 19 YEARS OLD ON 31 AUGUST 2021 TO APPLY.**

**Students aged 19 or over may be eligible to receive a discretionary bursary but only if they:**

- are continuing on a study programme they began aged 16-18 ('19+ continuers') or
- have an education, health and care plan (EHCP)

**PERSONAL DETAILS (STUDENT)** – *Please write in BLOCK CAPITALS*

<b>SURNAME:</b>		<b>FIRST NAME(S):</b>	
<b>ADDRESS:</b>			
<b>POSTCODE:</b>			
<b>DATE OF BIRTH:</b>	<b>AGE ON 31.8.2021:</b>	<b>HOME TELEPHONE:</b>	
<b>EMAIL:</b>		<b>MOBILE:</b>	
<b>COURSE TITLE:</b>			

**STUDENT BANK DETAILS\*** – *accounts must be in the name of the student above*

<b>FULL NAME (as it appears on the account):</b>	
<b>NAME OF BANK/BUILDING SOCIETY:</b>	
<b>SORT CODE:</b>	
<b>ACCOUNT NUMBER:</b>	

**\*PLEASE ATTACH A COPY OF YOUR MOST RECENT BANK STATEMENT FOR VERIFICATION**

**RESIDENTIAL STATUS** (tick the relevant box that applies to you)

	<b>I am a British Citizen</b>	
	<b>I am EU, EEA or Swiss citizen</b>	
	<b>I have settled status and have been in the UK for the past 3 years</b>	
	<b>I am recognised as a refugee by the UK government &amp; have been granted "leave to remain"</b>	
	<b>None of the 3 options listed above</b> (Use space to explain your situation e.g. awaiting application/papers in the Home Office)	

The following section will indicate which bursary you are eligible for. If none of the information in the VULNERABLE category applies to you, only tick the relevant box in the DISCRETIONARY category.

**Please note:**

- Meeting the criteria for a bursary fund does not automatically mean funding will be given.
- There is a possibility of no bursary award or a limited bursary award.
- Students who meet the criteria for bursaries are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

**Level 1. VULNERABLE Bursary** (please tick box that applies to you and attach requested evidence)

	<b>I am a Young person in Care</b> (Attach a Letter from the local authority confirming your looked-after status).
	<b>I am a Care Leaver</b> (Attach a letter from the local authority/ transitional services confirming your looked-after status).
	<b>I PERSONALLY receive Income Support or a Universal Credit payment</b> (Attach relevant Letters from DWP and/or Jobcentre).
	<b>I PERSONALLY receive Employment &amp; Support Allowance (ESA) or Universal Credit AND Disability Living Allowance (DLA) or Personal Independence Payments (PIP)</b> (Attach letters from the DWP and/or Jobcentre)

**Level 2 and 3 DISCRETIONARY A and B**

	<b>Our household income is £30,000 or less</b> (Attach a copy of your parent/carer('s) latest Tax Credit Award Notice (TC602) dated after April 2020 AND a copy of their latest p60 certificate)
	<b>Other (please use the space provided on the next page to explain further)</b>

**Level 4 Students on Free School Meals (FSM)**

	<b>I am from a non-working household and in receipt of Free School Meals.</b> (Attach a copy of your Free School Meals entitlement letter from the Royal Borough of Greenwich AND proof of family benefits)
--	---

## **SUPPORTING STATEMENT**

Use this section to tell us:

- why you need the Bursary
- what course materials, equipment, uniform you will need to buy for your course
- whether you will need to go on any course trips
- Whether you need help with paying for school meals

**You must complete this section otherwise we will not consider your application**

A large yellow rectangular area intended for the supporting statement. It is a solid yellow box with a thin black border, occupying the majority of the page below the instructions.



## PRIVACY NOTICE

The information you provide on this form will be used solely to determine your eligibility for the Bursary Fund. This information may be shared with other organisations for administration and statistical purposes; these could include the Education Funding Agency for England and the Department for Education.

In accordance with the *Data Protection Act 2018* (please see our website current information) Shooters Hill ensures that all personal details including bank details and supporting evidence submitted on this form will be stored securely and will remain strictly confidential.

## STUDENT & PARENT/CARER DECLARATION

- \* I have read and understood the information on this application form, the policy document and the privacy notice and declare that the information I have provided is correct and complete to the best of my knowledge.
- \* I understand that the Bursary is awarded subject to terms and conditions outlined in the Bursary Contract.
- \* I will notify Shooters Hill immediately if my circumstances change at any point throughout the academic year.
- \* I understand that any money and/or equipment provided by the Bursary Fund may be claimed back if I knowingly give information which is discovered to be false. **This might result in a referral to the police with the possibility of the student and/or their family facing prosecution.**

STUDENT SIGNATURE	DATE
PARENT/CARER SIGNATURE	DATE

## COMPLETED APPLICATIONS:

Completed application forms for 2021-22 should be returned at the very latest to Reception Desk marked for the attention of the Bursary officer by:

- **Friday, 17th September 2021 for September 2021 award.**
- **Friday, 21<sup>st</sup> January 2022 for January 2022 award.**
- **Friday, 22<sup>nd</sup> April 2022 for April 2022 award.**

Applications after above dates will NOT be accepted and awards will not be backdated.

## **PLEASE NOTE: THERE IS ONLY ONE APPLICATION PER STUDENT PER ACADEMIC YEAR.**

When your application has been processed you will receive notification of the outcome via email. If successful, you and a parent/carer will be sent a Bursary Contract which will need to be returned to Bursary Officer before any awards are granted. If your application is unsuccessful, you have the right to appeal to the Director of Finance on [bursary@shc.ac.uk](mailto:bursary@shc.ac.uk).

***Disclaimer:** The information contained in this document is correct as at June 2021, Shooters Hill Sixth Form College reserves the right to alter details without notice as notified by the various funding bodies.*