



Student Name: _____

The 16–19 Bursary Fund has been set up by the Government to support disadvantaged students. Its purpose is to provide financial support to help students overcome specific barriers to participation, so they can remain in education in the academic year 2025/26. The 16-19 Bursary Fund offers 'payments-in-kind' by purchasing; learning resources, equipment, trip payments, travel costs etc to successful applicants.

There are two types of bursary – the Vulnerable Bursary and the Discretionary Bursary.

Vulnerable Bursary

Students in one or more of the groups below can apply for a vulnerable bursary. Institutions do not receive an allocation of funds for vulnerable bursaries. Funds can be drawn down from the Student Support Bursary Service using the relevant claim form. The eligible groups are students who are:

- in care
- care leavers
- getting Income Support (IS) or Universal Credit (UC) in their own right
- in receipt of Disability Living Allowance (DLA) or Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) or Universal Credit (UC) in their own right.

The school can apply on your behalf through the Student Bursary Support Service.

Discretionary Bursary

Cheltenham Bournside School will decide which students are supported by the discretionary bursary based on the following criteria:

- students whose parents or carers claim benefits or income support
- students who may need to overcome individual barriers to school participation

*You are required to submit **original documents** of any declared benefits, income or transport costs in addition to your application. A photocopy will be taken and retained with your application. The original will be returned to you. All applications will be treated with strict confidentiality.*

If you need any help in completing this form please contact Mrs Rudge-Wills, Assistant Head of Sixth Form



Please complete Sections 1, 2a *or* 2b and 3

Section 1 – Personal Details

Name:	
Date of birth:	
Address:	
Post code:	
Tel:	
Email:	
Tutor Group:	
Year Group:	
Courses being studied:	
Bursary Applied For	Vulnerable Bursary/Discretionary Bursary (please delete as applicable)



Please complete 2a **or** 2b

Section 2 – Personal Circumstances

2a Vulnerable Bursary - Eligibility Criteria

	Yes
Are you in Local Authority Care or a care leaver? <i>Please provide an email/letter from the Local Authority to support your claim.</i>	
Are you in receipt of income support or Universal Credit in your own right? <i>Please provide a copy of your Income Support or Universal Credit award notice and your Tenancy Agreement/Utility bill, to support your claim.</i>	
Are you in receipt of both Disability Living Allowance or Personal Independence Payments and Employment Support Allowance (ESA) or Universal Credit in your own right? <i>Please provide a copy of your UC claim form from the DWP, plus evidence of receipt of DLA or PIP, to support your claim.</i>	
Have you the right of abode and been resident in the UK.	Yes <input type="checkbox"/> No <input type="checkbox"/>

2b Discretionary Bursary – Eligibility Criteria

Do your parents receive any of the following benefits? <i>Please provide three most recent award statements or a current annual statement, to support your claim.</i>		Please tick
Income Support/JSA/ESA		
Child Tax Credit		
Working Tax Credit		
Universal Credit		
Other income based benefit (Please specify)		
Parental Name (s)		
Address (if different from yours)		
Have you the right of abode and been resident in the UK.	Yes <input type="checkbox"/> No <input type="checkbox"/>	



Section 3 – Student Declaration

- ☐ I understand that meeting the criteria listed for the Vulnerable or Discretionary Bursary, does not automatically entitle me to be supported by the 16-19 Bursary. I certify that the information I have provided is correct and that I can provide original, supporting evidence. I understand that it is my responsibility to inform Cheltenham Bournside School any changes to my personal circumstances; failure to do so may result in funds being reclaimed. Fraudulent claims will be reported to the police.
- ☐ I understand that I will need to re-apply for the 16-19 Bursary Fund every academic year.
- ☐ I have included requested documents to support my claim.

Student Signature:	Date:
--------------------	-------

Procedure

1. Application form to be completed by the student and submitted to Student Services, with supporting documents (originals).
2. Within 5 working days of the deadline for applications your application will be assessed.
3. You will then be informed by email of the decision within 2 further working days: reasons will be given for a rejection of an application.
4. You are entitled to appeal against any decision.
5. If a student who has received any learning resources, equipment or a loan iPad leaves before the completion of their course, they will be required to return all items, prior to their leaving date. In order to facilitate continuity of support, by signing above you are agreeing to your details being shared with another provider should you transfer your studies to that provider (i.e. another school or college).

For Office Use only

Date	Action