**16 – 19 Bursary Fund Application Form**

**Upton Hall School FCJ**

**(please see guidance notes to assist with application)**

**Please use Capital Letters and Black Ink**

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| **Part 1: Student Details** |  |
| Forename |  |
| Middle Name(s) |  |
| Surname |  |
| Date of Birth |  |
| Age on 31 August 2024 |  |
| Home Address |  |
|  |  |
| Postcode |  |
| Telephone Home: |  |
| Mobile: |  |
| Email Address |  |

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

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| **Part 3: Household Details** | | |
| **The parent, or student if living independently, is required to state who you live with and their relationship to you** | | |
| Name | Relationship to you  e.g. mother, father, brother, sister , partner, etc. | Age if under 16 |
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| **Part 4: Circumstances** |
| If any of the following circumstances apply to you, you may be eligible to a Vulnerable Bursary, please tick the appropriate box: |
| You are 16-19, live independently and claim Income Support or Universal Credit  You are looked after by the Local Authority  You are a Care Leaver, i.e., are no longer in the care of the Local Authority  You are 16-19, a parent and receive Income Support or Universal Credit  You are 16-19 and receive Income Support or Universal Credit for any reason  You are disabled and in receipt of Employment Support Allowance  You are disabled and receive Universal Credit or Personal Independence Payments in your own right  You are an unaccompanied asylum-seeking child |
| If any of the following circumstances apply to you, you may be eligible to a Discretionary Bursary, please tick the appropriate box: |
| You are in receipt of free school meals  Household on low income (below £28,000)  Other exceptional financial circumstances |

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| Please indicate the help you require by ticking the relevant boxes including the estimated amount required | | **Tick if requested** | **Estimated Cost**  **£** |
| **Travel costs** | **Merseytravel Bus Pass (Termly £104.30)**  This can either be paid for in advance or reimbursed by school. |  |  |
| **Essential course costs** | **Books, equipment, materials etc.**  Please retain all receipts for reimbursement. |  |  |
| **Course related trips** | **Scopay Account credit**  We will reserve this amount of funding and apply to compulsory course related trips at your request. |  |  |
| **Uniform/Sports Kits** | Uniform items **must** be in accordance with school policy. Please retain all receipts for reimbursement. (Maximum amount of £250 per academic year) |  |  |
| **School Meals (excluding FSM students)** | **Scopay Lunch Account Credit**  A daily allowance of £4.50 will be added to your lunch account  (FSM students automatically have a daily allocation) |  |  |
| If your request relates to the use of equipment or books, please note, certain items may require a signed agreement confirming that they will be returned to school for use by other students. | | | |

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| **Part 5: Declaration of Residency** |
| I declare that I have been a resident of the UK for at least three years |
| Signature of Student |
| Confirmed by School |

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| **Part 6a: Income Details (For Household)** | | | |
| Please indicate which of the following benefits/income you are currently in receipt of. Please send **at least** one of these as evidence of household income. (We can copy original documents and return them if required) | | | |
| 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 |  | 3 most recent monthly award statements |
| **C** | Working Tax Credit/Child Tax Credit |  | All pages 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 (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 |

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| **Part 6b: Additional Comments to support your application** |
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| **Part 7: Payment Details (BACS)- Students Bank Account Details** | |
| Name of Bank |  |
| Account Holder’s Name |  |
| Account Number |  |
| Sort Code |  |

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| **Part 8: Declaration** | |
| I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or my daughter does not complete the course. It is my responsibility to inform the school of any change in my financial circumstances likely to affect my daughter’s eligibility for this bursary. | |
| Signature of parent (or student if living independently) |  |
| Date |  |

**Please return this form to:**

**Mrs K Spiby**

**Director of Business & Finance**

**Upton Hall School FCJ**

**Upton**

**Wirral**

**CH49 6LJ**

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| **For Office Use Only** |
| **Completion by Director of Business & Finance** |
| Application Accepted  Application Rejected  Reason......................................................................................................................................................  ..................................................................................................................................................................  …………………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………………. |

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| **Authorisation by Director of Sixth Form** | |
| This will be assessed on a monthly basis. Payments will be subject to students having met an attendance target of 97% and a report from teachers to indicate that deadlines have been met and work is up to date.  Attendance  Achievement | |
| Comment |  |
| Signature |  |
| Date |  |