

RALPH ALLEN SCHOOL

16 -19 BURSARY AND LEARNER SUPPORT FUND

APPLICATION FORM 2019/2020



(Forms to be returned by Friday 27 September 2019)

All applications are means tested and bursaries awarded on a sliding scale. Household incomes of £27,000 and above are unfortunately not eligible.

Student Details

Title First Name Surname

Address

.....

Mobile

Date of Birth/...../..... Age on 31 Aug 2019 Yr Group on 27 Sep 2019

Residency Have you lived in the UK for the past 3 years? **YES/NO**
If NO, please provide details of your immigration status

Disability Do you have a disability and receive both DLA & ESA **YES/NO**

Who do you live with? (Please circle as applicable) 1 parent / 2 parents / partner or spouse / alone/ live as a shared arrangement between both parents at different times of the week.

Please ask your Parent/Guardian to complete these details:

Parent/Guardian's name:

.....

Are you married/living with a partner? YES/NO

Do you have any other children living at home who are financially dependent on you?

YES/NO If yes how many children other than the student applying?

Children's ages (do not include the student applying for the bursary):

.....

Do you have Sole parental responsibility?

Household Income - In order to assess your application we need **proof of the household income**. If your household income has dropped recently please provide additional supporting proof.

What proof to provide: Please provide photocopies, originals **CANNOT** be returned to you. **EACH adult needs to provide proof. Where applicable, we require copies of:**



- P60 or P45
- Last 3 months or 6 weeks of wage slips (photocopies only)
- Self assessment form/copy of annual accounts
- Working tax credit statement – in full
- A letter from the Benefits Office confirming you are in receipt of a means tested benefit. This letter must be dated within 6 months of the day you enrol.

Annual income for the tax year April 2018- 2019.		Details/breakdown of figures
Earned wages from a job before tax deducted (Please provide P60)	£	per yr
Maintenance support grant from ex partner	£	per yr
Other income (please give clear details e.g. Educational grant, student loan, rental income, pension etc)		
1.	£	per yr
2.	£	per yr
3.	£	per yr
Benefits received		
Working Tax Credit	£	per yr
Universal Tax Credit	£	per yr
Child Tax credit	£	per yr
Child benefit	£	per yr
Housing Benefit	£	per yr
Council Tax Benefit	£	per yr
Income Support	£	per yr
Income Based Jobseekers Allowance	£	per yr
Income Based Employment & Support Allowance	£	per yr
Pension Credit (Guaranteed Credit)	£	per yr
Any other benefits please name:	£	per yr

Any forms without proof will be returned to you as unfortunately they cannot be considered.

Use this space to give us any additional information about your current situation that will be useful to support your application:

Data Protection: The information you provide will be treated in the strictest confidence. It will not be shared with third parties without your written consent and will be destroyed according to accounting rules after 7 years.

Declaration

- I agree to have an attendance rate of **at least 98%** in order to make good progress on my course (this includes tutor time). If I fail to do this, my award may be withdrawn.
- I agree to inform the Head of Sixth Form if I change course or if household financial circumstances change.
- I agree to complete all set assignments and to aim for my target grades or above

Student signature.....Date

Parent/Guardian/Social Worker signature..... Date

What happens next?

Return your completed form with full proof of income to the address below. We will write to you when your application has been assessed and let you know if you have been successful and if so how much help we can offer. Please be aware that we cannot guarantee a bursary award until the awarding panel have met. We will endeavour to make sure that this information is available to you by October half term. Under these circumstances please be aware that all trips, books and any other purchases required during the first term will need to be paid for in full in advance and the school will not be able to help fund the student prior to the award being made.

Please return your completed form by **Friday 27 September 2019** to:

The Finance Office
16-19 Bursary Fund
Ralph Allen School
Claverton Down Road
Bath, BA2 7AD

If it is not possible to obtain all the necessary documents by this date please contact the finance office at the school on k.debeer@ralphallenschool.com