

# RALPH ALLEN SCHOOL

## 16 -19 BURSARY AND LEARNER SUPPORT



### FUND APPLICATION FORM 2021/2022

(Forms to be returned by Monday 10 September 2021)

All applications are means tested. Household incomes of £27,000 and above are not eligible. Documentary proof of all household income is required. *Proof of Financial assets/savings will be required if there is no evidence of benefits or income.*

#### 1. Student Details

Title ..... First Name ..... Surname .....

Address .....

.....

Mobile .....

Date of Birth ...../...../..... Age on 31 Aug 2021 ..... Yr Group on 1st Sep 2021 .....

A Level Subjects Studied:

1. .... 2. .... 3. .... 4. ....

**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**

**Free school Meals** Are you or any of your siblings in receipt of Free School Meals? **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 tick the items you would need to use the bursary for if your application is successful, we will assess each student by their needs and income. *Please note support will be based on Department of Education funding levels and guidance and may not cover everything requested below.*

Transport/Bus \_\_\_\_\_

Visits/trips \_\_\_\_\_

Stationery \_\_\_\_\_

Books \_\_\_\_\_

Materials \_\_\_\_\_

**Your Bank or Building Society Account details:**

The Education Funding agency expects this bursary to be paid directly to the student. You will need to have your own bank account to receive Bursary payments.	
Full name of account holder (As it appears on your bank card)	
Name of bank/Building society	
Sort code:	
Account Number:	

**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? .....

**2. Household Income** - In order to assess your application, we need **proof of the household income. If you answered yes to being in receipt of Free school Meals above, you do not need to fill out this section.** 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 and details of their income, 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 2020- 2021.	Combined Household income	Details/breakdown of figures	
		Per Year	Adult 1
Earned wages from a job before tax deducted <b>(Please provide P60)</b>	£		
Maintenance support grant from ex partner	£		
Other income (please give clear details e.g. Educational grant, student loan, rental income, pension etc)			
1. ....	£		
2. ....	£		
3. ....	£		
<b>Benefits received</b>			
Working Tax Credit	£		
Universal Tax Credit	£		
Child Tax credit	£		
Child benefit	£		
Housing Benefit	£		
Council Tax Benefit	£		
Income Support	£		
Income Based Jobseekers Allowance	£		
Income Based Employment & Support Allowance	£		
Pension Credit (Guaranteed Credit)	£		
Any other benefits please name: .....	£		

**Any forms without proof will be returned to you and will not considered.**

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

### 3. Declaration

**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 declare that the statements made on this form are true to the best of my knowledge and believe are correct in every respect. I agree to repay the school in full and immediately any sums paid to me if the information I have given is shown to be false or misleading.
- 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 both the Head of Sixth Form and the Finance Office 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 .....

### Have you attached proof of income?

*(Not required if in receipt of Free School Meals)*

### 4. 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 at this point, we will give details of how we can help with your costs. Please be aware that we cannot guarantee financial support from the bursary fund until the awarding panel have met. We will endeavour to make sure that this information is available to you as soon as possible. In the meantime, any students applying for support who need to make purchases that might fall within the Bursary Funds allowance should speak to Mrs de Beer in the Finance Office please ensure that all receipts are retained to ensure that you can be reimbursed.

Please return your completed form by Monday **6 September 2021** 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](mailto:k.debeer@ralphallenschool.com)**