

**Foreland Fields School**

**16-19 BURSARY FUND APPLICATION FORM**

**How to complete this form**

- Use black ink and write in CAPITALS
- Answer ALL questions
- Provide photocopies or digital copies of documents that are required for assessment and audit purposes where you answer yes to any question (see list attached of documents required at the end of this form)

**Section 1 Student Details**

**Student Name:** .....

**Date of Birth:** .....

**Address:** .....

.....

.....

**Home Tel. No.** .....

**Mobile No.** .....

**E-mail Address:** .....

**Nationality:** .....

**Name of Parent/Guardian:** .....

**Address** .....

.....

.....

**Have you (the student) legally lived in the UK for 3 previous years:**      **YES**                      **NO**

**Section 2 Defined vulnerable groups**

**1. Are you (the student) in care or a care leaver (or under an SGO)?**      **YES**                      **NO**

**2. Do you (the student) receive Income Support or Universal Credit?**      **YES**                      **NO**

**3. Do you (the student) have a disability and receive Disability Living Allowance (DLA) or Personal Independence payments (PIP) and Employment Support Allowance (ESA) or Universal Credit ?**

**YES**                      **NO**

Please circle/delete as appropriate

If you are unsure of the terms above please see the guidance at the end of this form.

**Section 3 Household Income**

We are asking for the following information to help us decide if you meet the criteria for the Discretionary Bursary:

- a) Do you (the student)/your family receive Universal Credit?                      YES                      NO
- b) Is your annual family household income below £25,000 before tax? YES                      NO
- c) Are you (the student) entitled to free school meals?                      YES                      NO

**Section 4 – Travel Costs**

- a) Is your journey to school more than 3 miles and do you need help with travel costs?                      YES                      NO

Kent County Council might offer help with transport. Please follow the link below to find out more:

[https://www.kent.gov.uk/\\_data/assets/pdf\\_file/0019/161317/Transport-policy-16.pdf](https://www.kent.gov.uk/_data/assets/pdf_file/0019/161317/Transport-policy-16.pdf)

- b) How do you travel to School?

Train/Bus                     

Car/Motorbike                     

KCC Minibus                     

- c) How much does it cost per week?                      £ .....

**Section 5 – Costs related to School courses**

- a) Please specify what course related costs you will have:

\_\_\_\_\_ £ .....

\_\_\_\_\_ £ .....

\_\_\_\_\_ £ .....

- b) Have you already paid for any items?                      YES                      NO

If Yes, please provide a copy of the receipt.

**Section 6a – Student Declaration**

- ❖ The information given on this form is complete and correct to the best of my knowledge and belief.
- ❖ I understand that if I give Foreland Fields School false information, or do not give complete information that leads to incorrect/overpayment, it may result in future payments being stopped or incorrectly paid funds being recovered, and that this might result in a referral to the police with the possibility of prosecution of myself or my family.
- ❖ I agree that the information I have provided and details about any grant awarded may be passed to the person I have detailed as my main guardian in Section 1 of this application form.
- ❖ I understand that by applying for funding it is not a guarantee that my costs will be covered.

Signed: ..... Date: .....

Print Name: .....

**Section 6b – Parental/Guardian Declaration**

I understand that should this application be refused or cancelled I may be liable to repay any costs incurred by Foreland Fields School.

Signed: ..... Date: .....

Print Name: .....

**Please provide the following required Documentary Evidence with your application**

**Section 1:** Copy of the student’s birth certificate to confirm their age.

**Section 2:**

- 1) Letter/email from the Local Authority confirming in care or a care leaver.
- 2) Income Support or Universal Credit Award Notice in the student’s name.
- 3) For students in receipt of UC: a document such as a tenancy agreement, a child benefit receipt, children’s birth certificates, utility bills etc. in the student’s name
- 4) Universal Credit or Employment Support Allowance award and Disability Living Allowance or Personal Independence letters (Universal Credit claimants should be able to print off details of their award from their online account or provide a screenshot).

**Section 3:** 3 most recent Universal Credit monthly award statements

**Section 4**

- a) Travel Grant Entitlement Letter
- b) Bus/Train tickets or weekly petrol receipts

## **Section 5**

- a) Proof of potential cost of course related items e.g. equipment
- b) Attach receipts for any costs already incurred.

### **Guidance:**

#### **In care:**

- children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.
- A young person placed with a foster carer by the local authority

A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child

#### **Care Leaver:**

- a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
- a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16
- a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order is defined as a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above).

**Universal Credit:** a student must be receiving UC in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them such as a child or partner