



All Saints RC School 16-19 Bursary Fund Financial Assessment Application Form 2026 to 2027

1.1 Learner Details

Surname / Family name	
First name(s)	
Sex (M / F)	
Age on 31 st August 2026	
You must be aged 16, 17, or 18 on 31 August 2025 to apply.	

1.2 Address Details

Home Address Including Postcode	
Home telephone number	
Mobile telephone number	
E-mail address	

1.3 Course Details

Full time / Part time / guided learning hours (g.l.h.) per week	
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2.1 Financial Information

Are you and / or your sibling(s) in receipt of free school meals?	Yes / No
Sibling Name(s)	

If you, or your siblings, are in receipt of Free School Meals, you do not need to provide further financial information in the Financial Assessment section.

However, where you may be eligible to receive an award of £1,200/year as a member of a named vulnerable, you will need to provide evidence to support that claim related to certain benefit categories below.

2.2 Household Members

	Person 1	Person 2
Surname		
First name(s)		
Relationship to Learner		
Telephone		

2.3 Financial Assessment – Income

To be completed by the person(s) responsible for the household bills

Person 1	Are you employed? (Yes / No)	If yes, please submit P60 for details
Person 2	Are you employed? (Yes / No)	If yes, please submit P60 for details

If you are not employed please tick the relevant boxes to indicate the benefit(s) you receive.

Benefit received	Universal Credit	Job Seekers Allowance	Employment Support Allowance	Incapacity Benefit	Carer's Allowance	Housing Benefit	Council Tax Benefit
Person 1							
Person 2							

2.4 Financial Assessment – Other Income

Please tick the relevant boxes to indicate all other income received into the household

Other Income	Universal Credit	Working Tax Credit	Child Tax Credit	Child Benefit	Grants, Bursaries, etc	Any other income / benefit – please specify e.g. maintenance, PIP
Person 1						
Person 2						
Applicant						

3.1 Evidence

Whatever you have declared in 2.3 and 2.4 above must be backed up by current evidence (photocopies accepted) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits on the application, find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

Type of Income	Evidence Required
Annual Salary	P60 for tax year 2025-26, or week 52 (last week in March 2026) payslip or month 12 (March 2026) payslip
Universal Credit	Entitlement / Award letter – dated within the last 3 months
Income Support	Entitlement / Award letter – dated within the last 3 months
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked "2025-26". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice marked "2025-26". Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	Award letter
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid
Any other income	Relevant paperwork

4.1 **Bank Details**

Currently reimbursements for purchases are usually paid in cash or if the item has been provided by the School we ask students to request an “internal transfer” of monies rather than paying for the item and then being reimbursed for it.

Reimbursements for purchases are paid directly into the student’s bank account and therefore would be grateful if you could provide bank details below, as printed on your bank card or statement. If the item has been provided by school we ask students to request an “internal transfer” of monies rather than paying for the item and then being reimbursed for it.

Account Holders Name: _____																	
Bank Name and Branch: _____																	
Account Number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											Sort Code : <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						

5.1 **Declaration**

- I declare that the information on this form is true and accurate to the best of my knowledge
- I have read and understand the 16-19 Bursary Fund Policy Statement provided with this application.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance, behaviour and progress as explained in the “Additional Requirements” outlined in the Policy Statement.
- I will attend regularly and complete the course for which the bursary has been provided.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify the school immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e. trips, miscellaneous course costs.
- Any equipment provided will remain the property of the school and should be returned in good condition at the end of the course.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the Head of Sixth Form.

Signed (Learner)

Date

Signed (Person 1 or 2)

Date

For School use

Authorised By: _____ **Position:** _____

Date: _____