LAURUS RYECROFT SIXTH FORM
16-19 BURSARY APPLICATION FORM

Please make sure that all relevant sections are filled in and provide photocopied documentary evidence as requested on page 2. If any sections are left incomplete, we will have to return the form to you which will delay the payment of your funding.

If the funds are insufficient to cover the number of applications, they will be allocated to the neediest first.

We will provide information about the payment amounts if your application is approved.

1. Personal Details (to be completed by Student)

Surname:

Forename:

DOB: Age:

Address:

Postcode:

Telephone Email address:

Nationality

Have you been a resident in the UK for 3 years or more? Yes No

2. Bank/Building Society (to be completed by Student)

Name of account holder

Bank/Building Society Account Number Sort Code

3. Family Details

Who do you live with? (please tick all that apply)

Mother Father Mother's partner Father's partner

Grandparent(s) Foster parents In care On my own

Other please specify

You may be eligible for one of the two types of bursaries (see attached notes):

Bursary criteria for students in vulnerable groups
To qualify you must fall into one of the categories below and produce the required evidence as stated.

	Please tick
I am living under the care of the Local Authority	
I have recently left the care of the Local Authority	
I am receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner	
I am receiving Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right	

Documents required to support application:

- A Local Authority confirmation letter of status if in care or a care leaver
- A recent benefit entitlement letter (less than 3 months old) if in receipt of Income Support or Universal Credit, Employment and Support or Disability Living Allowance / Personal Independence Payments

Discretionary bursary criteria
Your household income is one of the criteria which will help us to assess your application. If your total gross annual household income (including any benefits or tax credits) is below £35,000 you may be eligible for a bursary payment. Students who fall near the threshold are advised to apply also as thresholds may be adjusted depending on the number of applications.

Please provide recent photocopied evidence as listed below.

Please enter Names	**Parent/Carer 1**	**Parent/Carer 2**
	£	£
Employment Income (please provide P60 to April 2025)		
Self Employment Income (please provide latest tax return)		
Income from savings, shares, investments, trusts, dividends etc (please provide official evidence)		
Pension Income (please provide P60 to April 2025)		
Any other household income (please provide evidence)		
Tax credits (please provide latest TC602 award notice)		
Child Support Maintenance (please provide evidence)		
Other Benefits: Please Specify e.g. Housing Benefit, Job Seekers Allowance, Income Support/Universal Credit, ……..... …..... (Evidence - benefit entitlement letters must be less than three months old)		
Evidence that you have been in receipt of Free School Meals		
Number of dependent children in the household		

STUDENT DECLARATIONS to be completed by all applicants

This section must be completed by the student applying for a Bursary award.

- I declare that the information on this form is true and accurate to the best of my knowledge
- I understand that if I do not meet the standards of the Sixth Form Learning Contract, my Bursary may be withdrawn
- I understand that if I give false information or withhold information my Bursary application will be cancelled and, if necessary, action will be taken to recover any money paid to me
- I understand that if I leave the course, I will not be eligible for any further payments
- The bank account details provided must be in the name of the student
- I will notify the School immediately with any changes to my Bank/Building Society details
- If there are any changes to my household financial circumstances (which may result in changes to my claim) I confirm that I will notify the School immediately
- I understand that this application process will be repeated for each year of study.

SIGNED: _____ **Date:** _____

PRINT NAME: _____

PARENT/CARER DECLARATIONS to be completed by all parent/carers

(not applicable for independent students)

• I/We declare that to the best of my/our knowledge and belief all the information given, in connection with this application, is full and correct in every respect.
• I/We understand that if my/our child does not keep to the conditions of their Bursary Agreement, payments may be withheld.
• I/We understand that if my/our child leaves the course, he/she will not be entitled to any further payments.

PARENT/CARER 1

PRINT NAME: _____ **SIGNED:** _____

Date: _____

PARENT/CARER 2

PRINT NAME: _____ **SIGNED:** _____

Date: _____

All the personal information collected in this form and any subsequent information collected in the future, will be held confidentially and will only be held, used and/or shared in accordance with the Trust's Privacy Notice. A copy of this notice can be found by visiting: https://www.laurustrust.co.uk/data-protection/ All personal data is also held in accordance with GDPR and all reasonable precautions are taken by the Trust to prevent unauthorised access to this information. Any specific questions regarding data protection should be directed to the Trust by emailing dataprotection@laurustrust.co.uk. Your consent may be withdrawn at anytime by emailing consent@laurusryecroft.org.uk

Bursaries Protocol

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund. There are two types of bursaries, Bursary for students in vulnerable groups and Discretionary Bursaries. Laurus Ryecroft operates a no-cash policy and as such, Bursary payments will be paid in kind where possible, or via the BACS system.

Bursary for students in vulnerable groups
A bursary for students in vulnerable groups of up to £1200 is available to students who meet the criteria below. You may be able to get a bursary if at least one of the following applies:

- in the care of the local authority or a care leaver
- in receipt of Income Support (or Universal Credit) in your own right **because** you are financially supporting yourself or financially supporting someone who is dependent on you
- in receipt of Employment and Support Allowance (or Universal Credit) and Disability Living Allowance or Personal Independence Payments in your own right

Discretionary Bursary
We welcome applications for the Discretionary Bursary Award from students whose household income is below £35,000 per year. The Discretionary Bursary Award is to help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to the Sixth Form. Or you may need extra help to buy additional books, clothing or equipment for your course, or to pay for educational visits.

We may also look to provide support through the Discretionary Bursary fund to students who are not automatically eligible for an award but who face exceptional circumstances during the academic year which impact on their ability to participate in full time education. Proof of income or hardship will be asked for and awards are dependent upon available funds.

Applications should be explicit in outlining the exact expense details. Where possible the discretionary bursary will be provided in the form of equipment or services e.g. travel tickets etc. Only in exceptional cases will money be provided for expenses. Payments to support additional educational expenses will be made at the point of approval of application.

Asylum Seekers

Accompanied asylum seekers may receive in-kind support if they have not had their application for asylum refused and are deemed to be eligible for the Discretionary Bursary by the Bursary Awards Panel. Unaccompanied asylum seekers are the responsibility of the local authority and are treated as looked after children and therefore are eligible for a Bursary for students in vulnerable groups.

Funding may be withdrawn if you do not attend regularly or do not adhere to the Learning Contract.

The 16 – 19 Bursary Fund: Your questions answered

Availability of Funding

The Sixth Form will help as many students as possible with the funding available but will prioritise those in most need. Laurus Ryecroft Sixth Form has a Bursary Appeals Panel to consider appeals relating to the award or administration of 16-19 bursaries.

Who can apply?

To apply for a bursary, you must be aged between 16 and 19 and in full-time or part-time further education or training. Students must meet the residency criteria in EFA funding regulation for post-19 provision.

It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to the Sixth Form. Or you may need extra help to buy additional books, clothing or equipment for your course, or pay for educational visits.

How do I apply?

To apply for a bursary, you must request an application form and return it with all the relevant documentation.

Where do I send my application?

Return your completed application form and all required documentation to Laurus Ryecroft Sixth Form, Lumb Lane, Droylsden, Manchester, M43 7LJ.

What do I include?

Please include with your application form photocopies of your current P60 or tax return if self-employed, pension income. All documentation for universal credit or working tax credit and child tax credit. All documentation for housing benefit, council tax benefit, job seekers allowance, disability living allowance and any other household income you may be in receipt of.

Failure to send all the necessary evidence will result in your application being delayed. Please remember to sign the form on completion.

How will my bursary be paid?

Where possible the Discretionary Bursary will be provided in the form of equipment or services e.g. travel tickets etc. Only in exceptional cases will money be provided for expenses. Payments to support additional educational expenses will be made at the point of approval of application.

Can the Sixth Form tell me what to spend my bursary on?

Yes, your bursary is to help pay for things you really need to stay on at Sixth Form. We can insist that your bursary is spent on travel costs, meals during the day or equipment for your courses.

Can I have help with the cost of trips or equipment?

Dependent on the number of successful applications and monies available we would like to be able to help students with some of the cost of essential trips.

Can the Sixth Form stop my bursary payments?

Yes. You will be asked to sign a bursary contract which details the conditions under which your bursary will be paid. Typically, these conditions will include attendance, lateness, behaviour, medical appointments and sickness.

If I can't attend Sixth Form because of illness, medical appointments or authorised absences will I still receive my bursary?

A parent or carer will need to phone the Sixth Form on 0161 507 5500 ext. 5575 every day you are absent due to illness to authorise your sickness, or medical appointments.

Holidays are not authorised absences.

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Autumn Term 1

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed:

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Autumn Term 2

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed:

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Spring Term 1

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed:

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Spring Term 2

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed:

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Summer Term 1

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed:

LAURUS RYECROFT SIXTH FORM
16 – 19 DISCRETIONARY BURSARY
ALLOWABLE EXPENSES – Summer Term 2

Name of student _____

Expense	**Details – e.g. what you require and why you need it**	**Cost**
Books and equipment		
Meals		
Transport costs to and from school		
Trips and visits (including Interviews and Open Days)		
Clothing		
Other costs (please specify)		
I do not require any support from the Bursary at the moment (please tick here) ☐		
	Total cost	

*If you have already incurred the cost and require reimbursement, please attach a receipt

Signed (student) _____

Date _____

For Sixth Form use:	Date received:
Approved Y/N	
Amount awarded:	Date processed: