

# 16-19 Bursary Application

## Academic Year 2023-24



You must read the Introduction to the 16-19 Bursary **before** completing this document.

To be completed by the adults who are mainly responsible for the young person; **or** by the young person if the criteria in Category 1 of the Introduction to the 16-19 Bursary document applies to them.

### Young Person's details (to be completed in all cases)

Surname /

Family Name: ..... First Name: .....

Date of Birth: ..... Category being applied for: 1 ☐ 2 ☐ 3 ☐

### B1 - Please mark one of the following boxes:

I am / We are the adult(s) applying for the Bursary on behalf of the student  
(Complete Sections B1, 2, 4, 5, 6, 7 & 8)

☐

I am the student applying for the Bursary  
(Complete Sections B1, 3, 4, 5, 6, 7 & 8)

☐

### B2 - Adults 1 & 2 must be completed unless single parent / carer household

Adult 1

Adult 2

Title / Surname / Family name ..... .....

First names ..... .....

National Insurance Number ..... .....

Relationship to student ..... .....

Does the student named above live with you? ..... .....

Contact telephone number ..... .....

Contact address ..... .....

Email address ..... .....

Are you currently on Income Support **YES / NO** **YES / NO**

Are you on income-based Job Seekers' Allowance **YES / NO** **YES / NO**

Are you receiving Child Tax Credit (without Working Tax Credit and with an annual income of less than £16385?) **YES / NO** **YES / NO**

Are you receiving the guaranteed element of state pension credit **YES / NO** **YES / NO**

Are you on income-related employment and support allowance **YES / NO** **YES / NO**

Are you receiving Universal Credit? **YES / NO** **YES / NO**

Is your total **household** income less than £23800 for the latest tax year? **YES / NO** **YES / NO**

**If you have responded YES to any of the above, please send in your latest statement / evidence**

Was the student eligible for Free School Meals in Year 11? **YES / NO**

Has the student applied for a 16+ Travel Saver? **YES / NO**

How does the student get to school? **Bus** ☐ **Car** ☐ **Train** ☐ **Walk** ☐

**B3 - To be completed by the student if applying for Category 1**

Are you in Local Authority Care? **YES / NO**

Are you living with Foster Parents? **YES / NO**

Are you a Care Leaver? **YES / NO**

If you are not living with adults who are responsible for you and you are not in care, do you currently receive Income Support or other Government benefits? **YES / NO**

Are you a disabled student who currently receives Disability Living Allowance or other similar Government allowances? **YES / NO**

**If YES is marked to any of the foregoing, please provide supporting documents**

Have you applied for a 16+ Travel Saver? **YES / NO**

How do you get to school? **Bus** ☐ **Car** ☐ **Train** ☐ **Walk** ☐

**B4 - Supporting Information**

Why is a 16-19 Bursary required and what would it be used for?

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Please remember that, as detailed in the Introduction to the 16-19 Bursary document, the Bursary Fund is not intended to support costs not related to education (e.g. living costs), extra-curricular activities nor can it be used to provide learning support such as counselling, mentoring or extra tutoring.

Please provide a copy of the student's passport if UK / Irish Citizen.

If not a UK / Irish citizen, please provide a copy of the student's passport plus relevant page showing right to remain in UK etc. if applicable.

Please ensure that all relevant copies of documentation showing income for the previous Tax Year have been submitted with the application form.

**I can confirm that all supporting documents have been submitted** **YES / NO**

(If **NO**, please state reason .....

.....

.....

## B5 - Residency Conditions

To qualify for a 16-19 Bursary, the student must meet the residency conditions set out in the notes below. Read the notes carefully and then **mark the relevant boxes** for the condition/s that apply to the student. If you require further information about residency, please contact the school.

As of 1<sup>st</sup> September 2023:-

- |   |  |                          |
|---|--|--------------------------|
| A | The student has legally lived in the UK for the previous 3 years   | <input type="checkbox"/> |
| B | The student is a British Citizen   | <input type="checkbox"/> |
| C | The student is an Irish Citizen  | <input type="checkbox"/> |
| D | The student is a European Union citizen or family member of the European Economic Area and Swiss workers (resident in the UK before 1 January 2021) with settled status  | <input type="checkbox"/> |
| E | The student is a child of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021   | <input type="checkbox"/> |
| F | The student is a British Dependent Territory Citizen (now known as British Overseas Territory Citizen)   | <input type="checkbox"/> |
| G | The student holds a passport that has been endorsed to show they have right of abode in the UK   | <input type="checkbox"/> |
| H | The student holds a certificate of naturalisation or registration as a British Citizen   | <input type="checkbox"/> |
| I | The student has a Hong Kong British National (Overseas) (BN(O)) visa and has been given Home Office permission to reside in the UK   | <input type="checkbox"/> |
| J | The student has refugee status (RS) or humanitarian protection (HP) or Discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR)  | <input type="checkbox"/> |
| K | The student has recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course)   | <input type="checkbox"/> |
| L | The student has been granted pre-settled status following the UK's exit from the EU  | <input type="checkbox"/> |
| M | The student is accompanying or joining parents who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are UK or Irish citizens), or is a child of diplomats   | <input type="checkbox"/> |
| N | The student is a dependant of teachers coming to the UK on a teacher exchange scheme   | <input type="checkbox"/> |
| O | The student is residing legally in the UK (including those entering the UK in the last 3 years who are or were not accompanied by their parents) whose passport has been endorsed (or as part of move to digital immigration systems, either a biometric residency permit (BRP) or an equivalent digital status and/or endorsement letter has been issued) to either show they have the right of abode in the UK or show that they have no restrictions on working in the UK | <input type="checkbox"/> |
| P | The student is a dependant of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK  | <input type="checkbox"/> |
| Q | The student is a dependent of foreign students where the accompanying parent or legal guardian has a student visa  | <input type="checkbox"/> |
| R | The student is an asylum seeker  | <input type="checkbox"/> |
| S | The student is a person having been granted leave under section 67 of the Immigration Act 2016 (the 'Dubs' amendment) or having been granted Calais leave to remain or is a person who is placed in the care of social services or is in receipt of Section 4 support  | <input type="checkbox"/> |

**IMPORTANT: if you do not meet these conditions, DO NOT apply for a 16-19 Bursary**

## **B6 – Declaration**

I/We declare that I/we have read the accompanying Introduction to the 16-19 Bursary document and that all information given in support of this application is correct and complete to the best of my/our knowledge and belief.

False or incomplete information may result in payments being withheld or withdrawn and or action taken to recover any payments already made.

I/We understand that:

I/We share responsibility for the information given with any partner named on this form;

If the student applying for the 16-19 Bursary does not keep to their school agreement, or they leave school, or no longer attend school, they will not be eligible to receive further payments;

I/We confirm that the student is eligible for a 16-19 Bursary on residency grounds and suitable evidence is being provided as proof;

I/We must inform the school should my/our residency or financial situation change.

Please ensure you have enclosed copies of ALL supporting documents as applications cannot be processed without them.

### **Adult 1**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **Adult 2**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### **Student**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## **Warning:**

**Knowingly making a false or inaccurate declaration may leave you liable to prosecution. Obtaining money by deception is a criminal offence punishable in law.**

**Maidstone Grammar School reserves the right to refuse or withdraw a 16-19 Bursary in the event that information completed on this form is found to be false or inaccurate. You have a right to appeal the denial of a bursary and, in the event of this happening, can write to the Chair of Governors at the school stating your reasons for the appeal to be heard.**

## B7 – Student Agreement



### Maidstone Grammar School

#### 16–19 Bursary Fund Student Agreement

In order for my 16-19 Bursary Fund payment to be authorised for each instalment, I will comply with the following conditions:

I will attend every lesson and registration;

I will be on time for all lessons and registrations;

Contact will be made to the absence line 01622 623922 on the 1<sup>st</sup> day of any absence; MGS Extraordinary Leave of Absence Request e-form (to be found on school website) must be submitted at least two weeks prior to University visits/driving test, etc.;

All medical appointments must be confirmed with a letter from a Parent/Carer or Medical appointment card.

I understand that if I am late more than twice in one week it may stop that Term's instalment of the bursary.

I will respond to any issues identified by the Attendance Officer in a timely manner.

I understand that if I am no longer taking part in lessons nor attending school, the Bursary will not be paid.

I have read and understood the conditions of this Agreement and will work towards successful completion of my course. If any of my circumstances change, I will notify the Attendance Officer immediately.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

## B8 – Bank Details Form

To be completed by student. The account should be in the student's name. Please complete the following information carefully. Incorrect information will result in a delay in payment. If you have any queries please contact the Finance office on 01622 752101

**STUDENT NAME:**

**CONTACT TELEPHONE NUMBER:**

**NAME AND ADDRESS OF BANK OR BUILDING SOCIETY:**

**ACCOUNT NAME:**

**BANK SORT CODE:**

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**ACCOUNT NUMBER:**

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**BUILDING SOCIETY ROLL NUMBER (If applicable):**