

## Hutton Church of England Grammar School 16 – 19 Bursary Fund Application Form 2023 / 2024

(Office use only)

Date received:	Student ID:
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### Section A – Your Personal Details

1. Title:

First name(s) :

Surname :

Date of birth:

2. Home address:

Postcode:

Is this your full time address?      Yes / No

If 'No' please provide details of any other addresses:

Home telephone number(s):

Mobile telephone number:

3. Year of study: Year 12 / Year 13

### Section B – Your Nationality and Residency Details

4. Please answer 'Yes' or 'No' to each of the statements below:

I am a <b>UK national</b> or I have ' <b>Settled Status</b> ' or ' <b>Indefinite Leave to Enter or remain</b> ' in the UK .	
I have been resident in the UK or the EU/Switzerland for 3 years prior to the first day of my course. (If no, you will need to provide details of your residence for these 3 years.)	
I am an <b>EU national</b> or I have, or my family member has, been granted ' <b>Leave to enter or remain</b> ' in the UK.	
I have been resident in the UK for 3 years prior to the first day of my course. (If no, you are not eligible for a bursary.)	

## Section C – Eligibility for a £1,200 Bursary

5. You may be eligible to receive a bursary of £1,200 per year if you are in one of the groups below. Please tick any that apply and provide all relevant evidence.

Group	Evidence Needed	✓
In care / a care leaver	Letter from your key worker or local authority	
In receipt of Income Support / Universal Credits	Letter confirming benefit from April 2023	
Disabled and in receipt of <b>both</b> Employment Support Allowance <b>and</b> Disability Living Allowance or Personal Independence Payments	Letter confirming benefit from April 2023	

If you have ticked any of the groups above you can go straight to Section E.

## Section D – Eligibility for a Discretionary Bursary Your Household's Financial Details

This section should be completed by the parent(s)/carer(s) living in the household.

**You must answer every question, entering the amount of income received. If you do not earn/receive any of the income types, you should enter £0.00.**

6. It is essential that you provide accurate income details for **all** adults living in the household. If you do not, it may prevent the student from receiving a bursary.

	Person 1	Person 2
Relationship to applicant		
First Name		
Surname		

### Employment and Other Income

7. Are you and / or your partner working? Yes / No

8. Do you and / or your partner receive income from ANY source that is not a government benefit? Yes / No

9. If you answered 'yes' to either of the above, please provide information for the tax year 2022-23:

	Person 1	Person 2
Gross Salaries and wages	£	£
Self-employment income	£	£
Taxable social security benefits	£	£
<b>Other Income</b>		
Savings and Investments income	£	£

Dependents' Grant	£	£
Trust Income	£	£
Foreign Income (please specify)	£	£
Property Income	£	£
Pension Income	£	£
Notional Income	£	£
Financial contributions from non-resident parent	£	£
Any other income	£	£
<b>TOTAL INCOME</b>	£	£
Evidenced by ALL pages of 2022/23 Tax Credit Award, P60 or Self-Assessment Tax Calculation for 2022/23 for EACH person. In some cases we may need to request further information or clarification, such as bank statements.		

### Benefits Income

10. Please tick ALL the benefits you and / or your partner receive.

Name of Benefit	Person 1 ✓	Person 2 ✓	Evidence Needed
Free School Meals			Certified letter from local authority confirming receipt
Income Support			Letter confirming benefit from April 2023
Universal Credit			Letter confirming benefit from April 2023
Employment Support Allowance			Letter confirming benefit from April 2023
Jobseeker's Allowance			Letter confirming benefit from April 2023
Pension Credit (Guarantee Credit)			Letter confirming benefit from April 2022
Child / Working Tax Credit			ALL pages of most recent Tax Credit Award (TC602)
Other benefit (s) not included above:			Letter confirming benefit from April 2023

### Section E – What you need assistance with.

Please enter details in all sections for which assistance is required. We recognise that some of these costs can only be approximate at the time of application. Exact amounts with evidence / proof of purchase will be needed at a later date.

Type of assistance	Amount
Public transport costs	
Lunches	

Text books	
Essential equipment (please specify)	
Educational trips (if known)	
UCAS fees	
HE open days / interview costs	
Other educational costs (please specify)	

## Section F – Declaration for Person(s) named in Section D

**Please read and sign the following declaration. We will not be able to process this application unless you sign and date this declaration.**

The information you provide on this application form will be used by the school's Bursary Fund Panel in connection with the Bursary Fund. It may also be used to provide statistical information to other government agencies in accordance with the General Data Protection Regulation 2018.

- I confirm that the information I have given on this form is correct and complete to the best of my knowledge and belief.
- I confirm that I have submitted all relevant supporting evidence documentation.
- I understand that if the application is approved, any attempt to dishonestly obtain Bursary Funding shall be treated as fraud.
- I will inform the School Business Manager immediately if the details I have given on this form change.
- I confirm that I give consent for the information provided to be used in connection with the administration of the 16-19 Bursary as stated above.

### Person 1

Your full name:

Your signature:

Date:

### Person 2

Your full name:

Your signature :

Date:

**Now pass this form back to the student to complete the remaining sections.**

## Section G – Student Declaration

**Please read the following declaration. We will not be able to process your application unless you sign and date this declaration.**

The information you provide on this application form will be used by the school's Bursary Fund Panel in connection with the Bursary Fund. It may also be used to provide statistical information to other government agencies in accordance with the General Data Protection Regulation 2018.

- I confirm that the information I have given on this form is correct and complete to the best of my knowledge and belief.
- I confirm that I have submitted all relevant supporting evidence documentation.
- I understand that if my application is approved, any attempt to dishonestly obtain Bursary Funding shall be treated as fraud.
- I will inform the School Business Manager immediately if the details I have given on this form change.
- I understand that any bursary awarded is subject to maintaining satisfactory levels of attendance, behaviour and progress / attainment.
- I confirm that I give consent for the information provided to be used in connection with the administration of the 16-19 Bursary as stated above.

Student's full name:

Student's signature:

Date:

Please send your **completed form** and **original supporting evidence** by **Monday 2<sup>nd</sup> October 2023** to:

Mrs P Gilmore  
School Business Manager  
Hutton Church of England Grammar School  
Liverpool Road  
Hutton  
Preston  
PR4 5SN

Or email to [bursar@huttongrammar.org](mailto:bursar@huttongrammar.org)

Any missing information or documentary evidence may result in late payment of your bursary. However, you should still send your completed application form to us even if you are still waiting for evidence. Once you receive the remaining evidence you can send it to us separately at a later date. **Applications must be received by Monday 2<sup>nd</sup> October 2023 to be considered. Any applications received after this date will not be eligible for consideration unless there has been a change in circumstances.**