



## 16-19 Bursary Fund Application Form

**2021-2022**

### Section 1: Applicant Details (Student)

Title	
First Name	
Last Name	
Address	
Home Telephone No.	
Mobile Telephone No.	
School email address	
Date of Birth	
School Year (12 or 13)	

Bursary for which you are applying – please tick to indicate

Category 1 - Vulnerable Bursary	<input type="checkbox"/>	Please complete sections 1,2,3,4,6 & 7
Category 2 - Discretionary Bursary	<input type="checkbox"/>	Please complete sections 1,2,3,5,6 & 7

### Section 2: Residency

Please tick appropriate box

Yes      No

Have you been a resident of the UK or a national of any EU country for the 3 year period preceding your course start date?	<input type="checkbox"/>	<input type="checkbox"/>
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*If 'No' please contact the school for advice*

### Section 3: Residential Status

Who do you live with? Please tick appropriate box

Parents/Carer	<input type="checkbox"/>
On my own	<input type="checkbox"/>
Other, please give details	<input type="checkbox"/>

\*Deadline for completed forms is Friday 18<sup>th</sup> September 2021

## Section 4: Vulnerable Bursary

Tick the box applicable in the part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form. If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents please contact the school for advice.

### Category 1 : Please tick 1 box only, then go to Section 6

<b>Guaranteed Bursary – Vulnerable Learners</b>	<b>Tick</b>	<b>Supporting documents needed</b>
Young people in care or care leaver		Letter from care home/social worker/local authority
Young people in receipt of Income Support or the equivalent Universal Credit (UC) in their own right		Copies of the benefits paperwork
Young people in receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right		Copies of the benefits paperwork

## Section 5: Discretionary Bursary

### Category 2 : Please tick the relevant box, then go to Section 5

<b>Discretionary Bursary – Other Learners</b>	<b>Tick</b>	<b>Supporting documents needed</b>
Young people who are claiming, or are eligible to receive free school meals		If you were claiming free school meals in year 11, we will receive this information through your feeder school. If you want to apply for free school meals, please contact us for further information
Young people whose household receives income based means tested benefits and/or whose gross annual household income is below £20,817  (Household income – this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)		Please supply a copy of one or more of the following:  Award letter (less than 3 months old) for income based benefits  Tax credit award notice for the current financial year P60 for tax year ending April 2020 or the last 3 months pay slips  Evidence of self-employed earnings (certified accounts for 2018/19 tax year)

Young people with significant caring responsibilities at home and who are not in receipt of a Carer's Allowance		Supporting letter from social worker or parent
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact Ms Hern

### **Discretionary Bursary – types of award available**

Awards for the Discretionary Bursary can be given to provide resources for the student's education. This can include:

- Travel to/from school
- Text Books
- Equipment and materials
- Educational Visits
- Exam re-sit fees
- UCAS and university application expenses

Where possible payments will be made directly E.G. KCC

### **Section 6: Student Bank Details**

Where monetary payments are made, these will be deposited by BACS transfer into the student's own bank account. Please provide student bank details below:

Account holder name (student)	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

## Section 7: Declarations

### Student Declaration:

I declare that all information I have provided in support of this application for the Oakwood Park Grammar School Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the school will seek repayment of payments already made. The matter may also be referred to the EFSA and/or the police with the possibility of facing prosecution. I undertake to notify the school in writing of any changes to the information provided which may affect my eligibility for the Bursary.

By signing this declaration, I can confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason I leave OPGS or fail to abide by the rules and expectations as outlined in the Sixth Form handbook I undertake to return the award upon request and I understand that the school may withhold payments.

Signed ..... Date .....

Full name (in Block Capitals) .....

### Parent/Carer Declaration:

I declare that all information I have provided in support of this application for the Oakwood Park Grammar School Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the school will seek repayment of payments already made. The matter may also be referred to the EFSA and/or the police with the possibility of facing prosecution. I undertake to notify the school in writing of any changes to the information provided which may affect my eligibility for the Bursary.

By signing this declaration, I can confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the learner named on this form leaves OPGS or fail to abide by the rules and expectations as outlined in the Sixth Form handbook I undertake to return the award upon request and I understand that the school may withhold payments.

Signed ..... Date .....

Full name (in Block Capitals) .....

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to:

**The Finance Office  
Oakwood Park Grammar School  
Oakwood Park  
Maidstone  
Kent ME16 8AH**

The application can be submitted by post or in person  
The School Business Manager and the Director of Sixth Form will only see the application form. If you make an appeal against the decision, the Head Teacher may also see your application form.

If you need any further information or assistance, please contact the Finance Office [finance@opgs.org](mailto:finance@opgs.org) or Mrs Bryant, School Business Manager [sbryant@opgs.org](mailto:sbryant@opgs.org)