



Greenshaw Sixth Form aims to have a workable and fair system of allocation for the 16-19 Bursary Scheme, targeted at those most in need to help overcome the specific financial barriers a student may face during education. This can support students with costs of equipment, food, school trips and other educational help/support.

Please refer to the Bursary Policy\*, which can be found on the school website, or you can contact [sixthform@greenshaw.co.uk](mailto:sixthform@greenshaw.co.uk) to receive a copy.

## Section 1: Personal details of student applicant – please complete in BLOCK CAPITALS

Name: \_\_\_\_\_ Tutor group: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Current home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many children under the age of 18 live at your current home address? \_\_\_\_\_

Student's telephone: \_\_\_\_\_

Student's e-mail: \_\_\_\_\_

## Section 2: What type of bursary are you applying for? (please refer to the Bursary Policy\*)

### 1. Guaranteed Bursary

- Group A – In care
- Group A – Care leaver
- Group B – Student in receipt of Income support or Universal Credit
- Group B – Student in receipt of Disability Living Allowance or Personal Independent Payments, as well as Employment and Support Allowance or Universal Credit

### 2. Discretionary Bursary

- Group C – Student in receipt of school meals
- Group D – Student previously in receipt of school meals
- Group E – Student who resides in a household whose provider(s) are in receipt of any of the below 
  - Universal Credit
  - Income Support or Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance
  - Support under Part V1 of the Immigration and Asylum Act 1999
  - The guaranteed element of the State Pension Credit
  - Child Tax Credit (provided that they are not entitled to Working Tax Credit)

- 3. Additional help (see section 4)

## Section 3: Evidence provided? (You need to provide evidence to support your application, please refer to the bursary policy and tick below what you've included.)

### 1. Guaranteed Bursary

- Group A – Attached local authority letter
- Group B – Attached proof that student is in receipt of these payments

### 2. Discretionary Bursary

- Group C – No evidence is necessary
- Group D – Attached proof of household income from the last three months
- Group E – Attached proof of household income from the last three months and receipt of government support listed in section 2

### 3. Additional help (see section 4)

- Attached proof of household income from the last three months

## Section 4: Additional help

If you do not fall under Section 2, we might still be able to help you on occasions. Please provide evidence to support your financial status so we can help you as much as possible.

**Specific assistance needed with** (circle one):                      transport | school trips | books | field trips | equipment | university visit

If you require help towards something that is not mentioned above, please explain below: \_\_\_\_\_

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## Section 5: Students and parent/guardian declaration

**This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/guardian(s) then we must also have a parent/guardian signature.**

I/we certify that the information given is, to the best of my/our knowledge and belief, correct.

I/we understand that payments may be delayed or stopped if I do not maintain at least 96% attendance on all my courses.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/guardian's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

All completed bursary application forms and evidence should be handed in to Mrs Atkins in the sixth form. They can also be posted to: Mrs Atkins, Greenshaw Sixth Form, Grennell Road, Sutton SM1 3DY.

Any decision will be made by Miss Buchanan, Director of Post-16, in accordance with the Bursary Policy.

## The General Data Protection Regulation

Any information given to the school will only be used for the purpose of processing your application for the 16-19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.

**Bursary applications should not be submitted without the relevant documentation requested, copies of these documents will be retained by Miss Buchanan and Mrs Atkins in accordance with audit requirements.**

## For office use only

Funding Term: \_\_\_\_\_ Approved:                      Yes / No / Deferred

Date Application received: \_\_\_\_\_ Authorised (initials and date) \_\_\_\_\_

Group applied for: \_\_\_\_\_ Bursary date: \_\_\_\_\_

Evidence received: \_\_\_\_\_ Processed (Admin initials): \_\_\_\_\_