



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 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: _____

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): _____