

SUTTON COLDFIELD GRAMMAR SCHOOL FOR GIRLS

16-19 BURSARY FUND APPLICATION FORM

2018-19 ACADEMIC YEAR

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data controller is Sutton Coldfield Grammar School for Girls. The data you provide to will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund. Sutton Coldfield Grammar School for Girls, in fulfilling its data protection obligations, will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

SECTION A: PERSONAL DETAILS

Surname/Family name

First name(s)

Date of birth

Present Home address

(if your address changes please notify us)

Telephone number

Email address

SECTION B: COURSE DETAILS

A Levels being studied

Year group from September 2018:

Year 12:

Year 13:

SECTION C: STUDENT'S CIRCUMSTANCES

Who do you live with? Please tick all that apply:

| | | | |
|---|------------------------------------|--|---|
| <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Parent's spouse/partner | <input type="checkbox"/> Grandparent(s) |
| <input type="checkbox"/> Foster parents | <input type="checkbox"/> On my own | <input type="checkbox"/> My spouse/partner | <input type="checkbox"/> In care / looked after |
| <input type="checkbox"/> Other, please explain: | | | |

Have you always lived in the UK? Yes No

If **YES** please proceed to Section D.

If **NO** please complete the separate residency information sheet before proceeding to Section D

SECTION D: STUDENT INCOME

Part time job

| | |
|---|--------|
| £ | weekly |
|---|--------|

Benefits

| | |
|---|--------|
| £ | weekly |
|---|--------|

Other

| | |
|---|--------|
| £ | weekly |
|---|--------|

SECTION E: SUPPORT REQUIRED

I am applying for the 16-19 Bursary because I need help with the following:

- Books / Equipment
- Travel
- Examination/Registration Fees
- Field Trips
- Other _____

I am aware that I may need to confirm how I have spent this payment

Please provide details of the support required and likely costs (if known) below: -

Additional Information

Will you be the first generation in your family to attend university? Y / N

If you have joined us for Sixth Form, please state your previous school

SECTION F: PLEASE TICK BELOW ONE OR ALL THAT APPLY

- A – I am or my family are in receipt of Free School Meals **Please provide proof e.g. copy of acceptance letter.**
- B – I am or my family are in receipt of Asylum Seeker Funding from the Home Office **Please provide proof e.g. Home Office letter.**
- C – I am or my family are in receipt of Income Support / Jobseekers Allowance **Please provide proof e.g. Letter of entitlement issued by the benefits office.**
- D – I am a looked after child **Please provide a letter from your social worker.**
- E – Family's gross taxable income is less than £16,190 a year **Please provide a copy of the 2017/18 Tax Credit Award notice or complete your income details below and provide evidence as indicated.**
- F – I am a care leaver **Please provide a letter from your social worker**
- G – I am disabled and in receipt of Employment Support Allowance and Disability Living Allowance **Please provide proof e.g. Letter of entitlement issued by the benefits office.**

SECTION G: HOUSEHOLD INCOME

Please complete this section and enclose supporting documentation i.e. copy payslips.

| | Parent 1 | Parent 2 | Evidence |
|-------------------------------------|----------|----------|--|
| Gross taxable annual salary / wages | £ | £ | 2018 P60 or end of March 2018 payslip |
| Self employment / property income | £ | £ | Self assessment tax calculation 2017/18 or certified accounts |
| Private / Occupational pension | £ | £ | Pension statement / Pension P60 2018 / Bank statement |
| State pension | £ | £ | Pension statement / Bank statement / Benefit book |
| Benefits (Please specify) | £ | £ | Letter of entitlement issued by Benefits Office. |
| Bank or building society interest | £ | £ | (Evidence only required if over £250.00 for the year) Bank / Building society statement |
| Share dividends | £ | £ | (Evidence only required if over £250.00 for the year) Tax vouchers |

SECTION H: DECLARATION BY PARENT OR GUARDIAN

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by the family members whose income details have been declared above in Section G.

- *The information I have given on this form is accurate.*
- *I will inform you immediately of any change in my personal circumstances as they occur.*
- *I understand that if I provide false or incomplete information, I will have to repay any money given to the applicant to help with their study.*

Signed : _____ Date: _____

Signed : _____ Date: _____

SECTION I: DECLARATION BY STUDENT

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study

Signed : _____ Date: _____