**16–19 Bursary Fund Application 2018 – 2019**

Please read the WMG Academy for Young Engineers 16 – 19 Bursary Fund Application and Payment Procedure

2018 – 2019 before completing this form.

**Student Details**

|  |  |
| --- | --- |
| Surname |  |
| Forenames |  |
| Address |  |
| Postcode |  |
| Date of Birth |  |
| Telephone Number |  |
| Email Address |  |

**Level Required** – Please tick which level of payment you are applying for:

|  |  |
| --- | --- |
| **Level One – Identified vulnerable students eligible for £1200.00 bursary** | |
| I am a young person in care |  |
| I am a young care leaver |  |
| I am receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner; |  |
| I am receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. |  |
| **Level Two – Identified students eligible for a termly discretionary bursary** | |
| I am in receipt of Free School Meals |  |
| My total household income is less than £20,000.00 including benefits |  |
| **Level Three – Identified students eligible for a discretionary bursary for specific educational purposes. This will not exceed £200.00.** |  |
| My total household income is more than £20,000.00 but less than £25,000.00 including benefits |  |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Mother |  | Father |  | Parents spouse/partner |  | Grandparent(s) |  |
| Foster parents |  | On my own |  | My spouse /partner |  | In care / looked after |  |
| Other, please explain: | |  | | | | | |
| Have you always lived in the UK? | | | Yes | | No | | |
| Number of dependants in the household? | | | | |  | | |

**Level Three Discretionary Bursary**

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds. Please complete the Level Three Application Supporting Form on page 4 when making a request for Level Three funds during the academic year and attach receipts for any items purchased for audit purposes. (Please see Ms Parveen for further information).

|  |  |  |  |
| --- | --- | --- | --- |
| Transport requirements |  | Distance from the Academy? | Miles: |
| Meals in school |  | | |
| Books & equipment |  | | |
| Educational Trips |  | | |

**Household income** ***(Required for Level Two and Level Three Applications)***

Please include the required original supporting documentation with this form. All evidence will be photocopied and dealt with strictest confidence. (Please do not send any original documentation in the post. The students should bring this directly to Mrs Kelly in the Admin Office who will photocopy and return ASAP).

|  |  |
| --- | --- |
| My household income is:  Please enclose proof eg. P60 | £ |

Please **tick** and enclose **proof**, if you are in receipt of any of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Income Support |  | Pension Guarantee Credit |  |
| Child Tax Credit |  | Employment and Support Allowance |  |
| Working Tax Credit |  | Job Seekers Allowance |  |
| Support under Part IV of the Immigration and Asylum ACT 1999 | | |  |

**Bank Account Details** **(*Required for Level One and Level Two applications*)**

Where bursary payments are made to a bank account, they should only be made to the student’s bank account. Payments may be made to a joint account, as long as the student is one of the account holders.

You **must** attach an **original account statement, letter or form** from your bank or building society that shows your name, sort code, account number and home address. Mrs Kelly will photocopy the details and return the original documents. The photocopies will be held in a secure location. Please complete the bank account details required.

|  |  |
| --- | --- |
| Student bank statement, letter or form enclosed |  |

**Student Bank or Building Society details**

|  |  |
| --- | --- |
| Full name of Account Holder  (This should be as it appears on your cash or debit card, or statement) |  |
| Name of Bank/Building Society |  |
| Branch |  |
| Sort Code | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ |
| Account Number |  |

Your account number many not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.

**We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above named student must comply with the terms of WMG Academy for Young Engineers Bursary Application and Payment Procedure, and that funds may be withheld if they fail to do so. We understand that we must notify Ms Parveen immediately if there are any changes in financial circumstances to ensure that funding is paid at the correct level.**

Signed (Student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed (Parent) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WMG Academy Use Only** | | | | |
| Date application received |  | Supporting documentation provided, photocopied and returned | |  |
| Date application reviewed |  | Signed | Level of Bursary |  |

**16 - 19 Bursary Fund**

**Level 3 Application Supporting Form**

If applying for a Level Three bursary please complete this section and return with receipts to Mrs Kelly each term.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Reason ( when and why)** | **Receipts attached** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

**Office use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **All receipts attached** |  | **Review date** |  | **Approved** | **Sign and date** |