

ANGLO EUROPEAN SCHOOL

APPLICATION FOR 16-19 BURSARY 2016/17

Applications must be completed by the 22nd September 2016 late applications will not be accepted; decisions will be made available from the 10th October 2016.

STUDENT DETAILS

Surname	First Name	Date of Birth

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund will provide financial assistance for students who are finding it most difficult to participate in learning through financial hardship.

The purpose of these funds is to assist students with:

- Transport costs
- Necessary equipment to study
- Costs necessary to complete course studied
- Food

Who is eligible to apply for 16-19 Bursary?

Students under 19 on 31st August 2016 and who fall into one of the following categories:

Applications for Priority 1 must provide the following evidence when returning the application form (please tick the relevant box below):

- If you are in care or a care leaver a letter from the local authority must be provided confirming this
- If you are in receipt of Income Support then a letter from the Department of Work and Pensions must be provided
- If you are disabled and in receipt of **both** Employment Support Allowance and Disability Living Allowance then a letter from the Department of Work and Pensions must be provided

Applications for Priority 2 are to be considered in the light of the parents' financial circumstances. Copies of documentary evidence relating to the current tax year will be required and evidence of any of the following benefits being claimed **must** be included **when the application form is returned** (please tick the box below to indicate which benefit(s) you receive):

- Free School Meals
- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Applications for Priority 3 are also to be considered in the light of the parents' financial circumstances but do not fall within the category above and are subject to the availability of funds. Copies of documentary evidence relating to the current tax year will be required and **must** be included **when the application form is returned**.

- P60
- Other benefits not listed above

Please tick which priority you are applying for:

- Priority 1**
- Priority 2** - please state what the identifiable financial needs are:
.....
.....
- Priority 3** - please state what the identifiable financial needs are:
.....
.....

The amount payable to students in Priority 2 and 3 will not be determined until all applications are received in September 2016. Payments will be backdated to the 5th September 2016 and payments will be made in arrears on a half term basis by BACS; students must have their own bank account.

Students in all priority groups are required to sign the attached Bursary Agreement Form and ensure that all the rules are adhered to. Failure to comply with the rules will result in payments not being made.

All financial assistance is subject to the availability of funds awarded to the school under the 16-19 Bursary Fund.

DECLARATION

I confirm that the information given is correct. I agree to notify the Anglo European School immediately if my child should fail for any reason to attend the school for any reason, for any part of the year covered by the award, or if my benefit ceases. I understand that the information provided on this form may be used for the detection and prevention of fraud. I confirm that I am responsible for the child named on this form and that he/she lives with me.

I agree that you can use the information I have provided to process my claim for 16-19 Bursary Fund 2016/17 and will contact other sources as allowed by law to verify my initial and ongoing entitlement.

I understand that it is the responsibility of the Parent/Guardian to advise the school of any change of circumstances which may affect the child's entitlement for the 16-19 Bursary Fund 2016/17 at any time throughout the academic year.

I understand that I will need to reapply for the 16-19 Bursary at the beginning of each academic year.

I will inform you if I change my address.

Signed

Date

SCHOOL USE ONLY (Evidence of benefit must be enclosed with this form) Form and evidence seen on: Date Name: Signature:

School Stamp

When you have completed this form please return with full copies of evidence of benefit to:

Mrs V G Miller
Business Manager
Anglo European School
Willow Green
Ingatestone
Essex CM4 0DJ

ANGLO EUROPEAN SCHOOL

STUDENT BURSARY AGREEMENT FORM

In order to receive bursary/discretionary bursary payments each student needs to agree to the rules listed below, by signing this form students have agreed to adhere to these rules.

- Attendance must not fall below 90%
- Adherence to the standards of behaviour and effort agreed at the start of the learning programme
- Sickness is limited to 3 episodes per term, which must be accompanied by a letter of explanation to the Sixth Form Office on return to school
- There will be no payment during school holidays including any holiday taken during the school term
- In the case of a medical appointment, a letter explaining the absence must be handed in to the Sixth Form Office
- In the event of any disagreement with a non payment decision the student must supply supporting evidence to the Sixth Form Office within 10 working days in order for that decision to be reversed

Failure to comply with the rules will result in payments not being made.

All financial assistance is subject to the availability of funds awarded to the school under the 16-19 Bursary Fund.

Student Name: Form:

Student Signature: Date: