

Application for Discretionary Bursary /Free Academy Meals 2016-17
 This form can be used by any trainee aged 16-19 at the beginning of the traineeship
 to apply for a Discretionary Bursary/Free Academy Meals



Date received

Trainee details

Surname:

First Name:

DOB:

Age on 1st August 2016:

(You must be under 19 on 1st August 2016 to apply)

Email:

Telephone:

Address:

How long have you lived in the UK?

If less than 3 years please provide date of entry to the UK

Postcode

Living arrangements (please tick which is applicable)

Other family members

Partner

Independent

Parents/step-parents/carers

Please give the names of the parents/step-parents/carers/partner or other family members in the household

Trainee personal circumstances (please tick which is applicable)

I am a carer

I receive income support

I am an ex offender

I am on probation

I am a care leaver

I am in care

I have asylum seeker
status

I receive ESA & LDA

I have refugee status

Other (please give details)

Details of household income - Discretionary Bursary criteria

Your household income is one of the criteria which will help us to assess your application. If your TOTAL Household income exceeds £25,521 per annum, you will not be eligible for a Bursary payment.

Income/benefits

Help available

Band 1

Annual household income of £16,190 or less

100% travel paid
Reimbursement when attending interviews and/or college/university open days

Band 2

Annual household income between £16,191 - £20,817

90% travel paid
Reimbursement when attending interviews and/or college/university open days

Band 3

Annual household income between £20,818 - £25,521

80% travel paid
Reimbursement when attending interviews and/or college/university open days

Please tick to indicate what type of evidence you are going to provide. If you cannot provide evidence then we cannot process your application for bursary payments.

P60

Full TCAN Notice

Wage slips for household

Other benefits/pension
(award letter)Income
Support/Universal Credit
(award letter)Self employed earnings
(official tax return)

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning.

Any other help you feel you require**Free Academy Meals allowance (of up to £2.41 per meal but can be increased at the Academy's discretion)**

If you would like to apply for the FAM please see the following criteria. You will need a letter from the Benefits Agency for the benefit you are claiming for the current tax year (April 2016).

Income Support

Income-based JSA

Income-based ESA

The Guaranteed element of State Pension

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit (providing you are not entitled to Working Tax Credit) with gross income of £16,190 or under

Did you receive Free School Meals at School?

Y

N

Declaration

- I declare that the information on this form is accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, my application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviours, as explained in the Bursary Fund - Information for Students
- HOLIDAYS WILL BE UNPAID
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify the Academy immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as books, equipment, travel costs, meals, additional costs ie trips, etc.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be to the Academy, but if I feel I have not been treated fairly I can follow the Complaints Procedure as explained during the induction/welcome programme.
- I understand if my attendance falls below 95%, Discretionary Bursary and/or Free Academy Meal allowance may be withdrawn.

I authorise S&B Automotive Academy to seek independent confirmation of my personal circumstances.

Once you turn 18 we will continue to discuss your application with your parent/carer unless you tick this box

I confirm I have read the 'Advice for young people: 2016 to 17 16-19 Bursary Fund' guide which was given to me with this application.

Parent/carer signature

Date

Trainee signature

Date