16-19 Bursary Application Form

This application form is to request to receive financial support from Meopham School Sixth Form 16-19 Bursary.

You will have been provided with a copy of the 16-19 Bursary Policy to accompany this application form. Please carefully read and complete the below form before returning it to Ms Shergold or Mrs Hartley with all supporting documentation, as requested in the form.

Section 1: Student Information

Forename:	
Surname:	
Year Group:	Year 12 Year 13 Year 14 *please circle
Date of Birth:	
Home address or main residence:	
Do you live with a parent or carer?	Yes No *please circle
Email address:	
Contact number:	

Section 2: Parent/Guardian/Carer Information

Who should complete this section?

If your application is being assessed using your parent/carer household income, your parent/carer(s) should complete this section.

If your application is being assessed using your own income and circumstances, please go straight to **Section 3**.

Parent / Carer 1

Name:	
Relationship to student:	
Address (only if different from student)	
Email address:	
Contact number:	

Parent / Carer 2

Name:	
Relationship to student:	
Address (only if different from student)	
Email address:	
Contact number:	

Section 3: Vulnerable Bursary

Please see guidance on the definition of vulnerable bursary, as prescribed by the ESFA - Education and Skills Funding Agency: GOV.UK 16 to 19 Bursary Fund Guide: 2026 to 2027

- ☐ I believe I am eligible for the vulnerable bursary, and therefore I will complete the declarations below and provide all of the supporting documentation to evidence this.

- ☐ I am not eligible for the vulnerable bursary (please go straight to **Section 4**)

I am:

- ☐ In care
- ☐ A care leaver
- ☐ Receiving Income Support (IS), or Universal Credit (UC) as I am financially supporting myself, or financially supporting myself and someone who is dependent on me and living with me, such as a child or partner
- ☐ Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right **as well as** Employment and Support Allowance (ESA) or UC in my own right.

Please note: Meeting one of the criteria above does not automatically mean you will receive the full bursary amount. The level of support awarded will be based on your individual financial need and the actual costs of participating in your study programme.

Evidence required and provided by yourself:

Please provide written confirmation of your current or previous looked after status from the relevant local authority

Or

Please provide a letter from DWP (Department of Work & Pensions) stating the benefit you, the learner, are in receipt of.

Evidence supplied:

Section 4: Discretionary Bursary

Please tick any of the following that apply (**please note:** selecting any of the indicators below does not guarantee or automatically qualify you for a bursary; all applications must undergo a formal household financial assessment).

- ☐ I received Free School Meals in Year 11
- ☐ My parent/carer receives an eligible means-tested benefit
- ☐ My household income is below £35,000 a year
- ☐ I am experiencing financial hardship or have other exceptional circumstances (please provide details below):

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Annual Household Income: .....

Please provide appropriate evidence of all household income for **each** relevant adult.

The table below provides examples of acceptable evidence.

You only need to provide the evidence relevant to your household circumstances.

Wage / Pay slip	Covering the last 3 months
P60	From the most recent end of tax year
Tax return - self employed	Most recent tax return
Audited accounts - self employed	Most recent audited accounts
Pension - state and/or private	Most recent award letter
Universal credit	3 most recent monthly statements
Income Support	Dated within the last 6 months
Jobseekers' Allowance	Dated within the last 6 months
Employment Support Allowance	Dated within the last 6 months
Working / Child Tax Credit	Dated within the last 6 months
Disability Living Allowance	Dated within the last 6 months
Personal Independence Payments	Dated within the last 6 months
Other income (e.g. rental income, bank interest, share dividends)	Bank statements or official letters dated within the last 3 months Most recent statement if issued annually

Section 5: Financial Support requested

Please indicate the areas in which you expect to need financial support during this academic year. Tick all that apply.

- ☐ Travel to/from school
- ☐ Meals during the school day (where costs are not already covered by free meals)
- ☐ Essential books and course materials
- ☐ Essential equipment required for your course
- ☐ Essential clothing/footwear required to attend sixth form or participate in your course
- ☐ Essential educational trips related to your course
- ☐ Travel/costs associated with attending university open days or interviews
- ☐ UCAS application fee (£34.50 where not eligible for a fee waiver)
- ☐ Other essential education-related costs (please specify below):

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Please give brief details of the support you expect to require and the approximate cost, where known *(e.g. smart trousers and shoes for sixth form - approximately £50)*

Section 6: Declarations

By signing this application, I/we confirm that:

1. I/We have read and understood the Swale Academies Trust 16-19 Bursary Policy.
2. The information provided in this application, including any supporting evidence, is true, accurate and complete to the best of my/our knowledge.
3. I/We understand that eligibility for the 16-19 Bursary Fund does not guarantee financial support and that any support awarded will be based on the student's individual circumstances and actual financial need.
4. I/We understand that bursary support is awarded for the current academic year only and that a new application will be required for each academic year.
5. I/We agree to inform the school without delay of any significant change in financial or household circumstances that may affect eligibility for bursary support.
6. I/We understand that students receiving bursary support must meet the attendance and behaviour expectations set out in the Student Code of Conduct and that bursary support may be reduced or withdrawn if these expectations are not met.
7. I/we understand that if the student leaves their programme of study, bursary support will cease from the date of leaving.
8. I/we understand that providing false or incomplete information which results in an incorrect payment or overpayment may result in future bursary payments being stopped and incorrectly paid funds being recovered.
9. I/we confirm that the student meets the residency requirements for the 16-19 Bursary Fund and that any evidence requested by the school has been provided.

Student Signature	
Print Name	
Date	

Parent/Carer Signature	
Print Name	
Date	