

Shoeburyness High School Sixth Form

16-19 Bursary Travel Fund Application 2023-24

Name:			
Tutor group:		Date of birth:	

The 16-19 Bursary Fund is available to support students who are eligible for Free School Meals (FSM) with the cost of travel to school by public transport. Bursary fund is NOT available to cover the cost of transport by private car.

Eligibility: please tick all that apply:

- *I am eligible for Free School Meals* ☐
- *My parents/carers are in receipt of Universal Credit* ☐
- *I am a young person living in care or a care leaver* ☐
- *I am a young person independently in receipt of income support* ☐
- *I am a disabled young person in receipt of income support and DLA* ☐

Please include the last 3 months of Universal Credit/income support/DLA statements with your application.

Please tick to confirm that you use public transport to get to school: ☐

Please give the following details of your journey:

Mode of transport:	
Transport company:	
Start of journey (name of stop/station):	
End of journey (name of stop/station):	
Please state the cost of your weekly ticket:	

Please include a copy of your most recent ticket with your application.

You are reminded that receiving a Travel Bursary each half-term is subject to having:

- A minimum attendance in the previous half-term of 95%
- No unauthorised absences (including Private Study periods)
- A maximum of 5 late marks in the previous half-term

If any of these criteria are not met, you will lose all or some of your Bursary payment for the current half term.

Providing false or incomplete information on a bursary application that leads to incorrect or over payment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in a referral to the police with the possibility of prosecution.

Signature: (student)

Date:

Signature: (parent/carer)

Date:

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Household Income Information

Due to Government legislation related to the Bursary, we are now required to carry out a means testing process of parents/carers to ensure that financial support is only given to students who most need it. All bursary awards are made to cover the actual financial need of students to participate in education. Flat rate payments are not allowed.

Parents/carers must complete this form by Friday 15th September 2023 in order for the bursary payments to be processed for payment in the following week,

Information should be provided for all parents/carers living in the same household as the student who is applying for the bursary.

This evidence is NOT required for applicants who are living in care.

Please give the names of parents/carers living in the household with the student.

Adult 1 name:		Relationship to student:	
Adult 2 name:		Relationship to student:	

Income as identified on Universal Credit statements (last 3 months):

Date (month & year)	1. Take home pay (UC box 3)	2. Universal Credit amount	Total (1 + 2)

Signature: (student)

Date:

Signature: (parent/carer)

Date:

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Payment details	
Bursary payments can only be made by direct bank transfer, into an account in the name of the student.	
Payments cannot be made into an account in the name of any other person (including parents or carers).	
Full name of account holder: (this must match the name on the account):	
Branch name:	
Bank Sort Code:	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Bank account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Staff use only

Eligibility checked	Yes	<input type="checkbox"/>
Universal Credit statements provided	Yes	<input type="checkbox"/>
Travel cost evidence provided	Yes	<input type="checkbox"/>
Bursary agreed	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Amount agreed	£	
Details recorded on spreadsheet	Yes	<input type="checkbox"/>
Details passed to Finance Office	Yes	<input type="checkbox"/>