



BORDEN GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

14 Sept 2018

Dear Student,

16-19 Bursary Fund

Post-16 students are entitled to apply for the 16-19 Bursary Fund. We need to assess all applications from students who meet the eligibility criteria.

Vulnerable student bursary – The defined vulnerable groups are students who are:

- in care
- care leavers
- 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
- 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

The school will need to see evidence that you are eligible in the form of a letter from your local authority confirming you're in care or have been in care; or a letter from The Department of Work and Pensions confirming the types of benefits you're receiving.

You can apply for a:

Discretionary bursary – if you aren't eligible for a vulnerable bursary but you need financial help to stay on in further education or training. The school will decide whether you will receive a discretionary bursary, how much you could get, and what it should be used for.

The school will need to see evidence of your family's income, such as a letter from the Department of Work and Pensions confirming your family's benefits, a P60, a Tax Credit Award Notice, or evidence of your family's annual income if they are self-employed.

Applications, once received, will be considered by an eligibility panel. Students who are eligible will receive a sum to contribute towards expenses relating to their education. These expenses may include, but are not limited to, transportation, educational materials, food and clothing. Once a student's bursary has been spent in full, no further monies will be available in that academic year.

If you have already applied for a Kent 16+ Travel Card, please enclose proof of payment for this with your application. Students who are eligible for the bursary will then receive up to £200 towards this travel card.

Should you feel that you are eligible for a 16-19 Bursary, and wish to apply, please complete the attached application form and return to Mr Brinn or Mrs Ayling. Students who are not automatically eligible may apply by letter. This letter should be countersigned or written by a parent. Please note if you were in receipt of a Bursary last year, you will still need to reapply for this year by using the attached form.

All application forms and letters will be treated in confidence. Applications must be returned to Mr Brinn or Mrs Ayling by Friday 28 September 2018.

Yours faithfully,

Mr C Brinn
Head of Sixth Form

Application form for 16 – 19 Bursary for Academic Year 2018-19

Please tick which Bursary you are applying for and what evidence you have provided:

- Vulnerable bursary**
- Local Authority letter
- Department of Works and Pensions benefit letter
-
- Discretionary bursary**
- Department of Works and Pensions benefit letter
- P60
- Tax Credit Award Notice
- Self-employed annual income evidence
-
- Travel card proof of payment**

Please complete the following in **CAPITALS**

Details of benefit claimant (parent / guardian)

Title (Mr, Mrs, Miss, Ms)..... Surname

Forenames..... Date of Birth.....

Address.....

..... Postcode.....

Daytime telephone number.....

Relationship to student..... NI Number.....

Details of student

Surname..... Forenames.....

Date of Birth..... Form

Declaration

I confirm that the information given above is correct.

Signature of parent/guardian..... Date.....

Print full name.....

EVIDENCE

It is essential that evidence of receipt of benefit claimed above is provided at the time of application for the bursary. Please ensure that evidence you provide is correct and current and in the name given above. Photocopies of evidence may be taken for records.