



THE KING'S SCHOOL

GRANTHAM

16-19 Bursary Fund – Student Application Form

The King's School 16-19 Bursary Fund is available to students who are in financial need.

Please refer to the 16-19 Bursary Fund Guidance Notes for further information about how the Bursary Fund is awarded and who is eligible.

This form must be completed by the student applying for the 16-19 Bursary, and not the parent / carer.

Students are required to provide invoices / receipts before any funds can be reimbursed.

Section 1: Details of Student Applicant

Surname	
Forename	
Date of Birth	
Address 1	
Address 2	
Town/City	
Postcode	
Telephone	
Email:	

Section 2: Application for Bursary Level

Application Level	Please select	Please tick as applicable
I am applying for Bursary Level 1	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> I am in Care or a Care Leaver <input type="checkbox"/> I am receiving Income Support or Universal Credit in my own right (please attach evidence of this) <input type="checkbox"/> I am receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in my own right (please attach evidence of this)

Head Master: Simon Pickett BSc

The King's School, Brook Street, Grantham, Lincolnshire NG31 6RP

T: 01476 563180 F: 01476 590953 E: admin@kings.lincs.sch.uk / finance@kings.lincs.sch.uk

www.kings.lincs.sch.uk



I am applying for Bursary Level 2	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> I am in receipt of Free School Meals <input type="checkbox"/> My family household income is below £25,000 (please attach evidence)
I am applying for Bursary Level 3	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> I have been eligible for Free School Meals in the last six years <input type="checkbox"/> I was eligible for Pupil Premium in Year 10 / 11 / 12 / 13 <input type="checkbox"/> I am in need of financial assistance for other reasons – please attach evidence and full details in the box below.
		Reasons for Bursary Level 3 Application (attach a separate sheet if necessary):

Section 3: Household Income

Your household income will be taken into account when deciding your financial need for Bursary Level 2 and 3.

Please attach evidence of household income i.e.:

Evidence	Please tick to confirm attached	Evidence	Please tick to confirm attached
Letter from H M Revenue & Customs -Tax Credit Award for 2020/21	<input type="checkbox"/>	Self-Assessment Tax Return (if self-employed) for 2020/21	<input type="checkbox"/>
Current Benefit Letter from the Department for Work and Pensions (DWP)	<input type="checkbox"/>	Universal Credit Monthly Award Notices for June, July and August 2021	<input type="checkbox"/>
Proof of earnings from Employer - P60 for 20120/21	<input type="checkbox"/>	Confirmation letter from Local Authority of current or recent looked after status (vulnerable group)	<input type="checkbox"/>
Other			



Section 3: Evidence

PLEASE SELECT ONE OPTION	Please select	Further Documentation Required
I have purchased these items and am requesting full or partial reimbursement	<input type="checkbox"/> Y <input type="checkbox"/> N	<p>Please attach receipts / invoices for the items purchased, clearly highlighting those for which you are requesting support.</p> <p>Please ensure that you have completed the bank mandate form at the bottom of this application form.</p>
I am requesting items directly from a department or team eg. resources or kit	<input type="checkbox"/> Y <input type="checkbox"/> N	<p>Please give the name of the department or team so that funds can be transferred on your behalf:</p>
I am requesting financial support for a school trip or visit	<input type="checkbox"/> Y <input type="checkbox"/> N	<p>Please give details of the trip or visit so that the account can be credited on your behalf:</p>
I am asking the school to order and purchase these items on my behalf	<input type="checkbox"/> Y <input type="checkbox"/> N	<p>Please ensure that you have provided the full link to the items requested in Section 3.</p>

Section 3B: Items Requested:

	Item Purchased	Date of receipt	Cost	Receipt Attached (please tick)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			Total	



Section 4: Declaration to be signed by the Applicant

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

I declare that the evidence given on this form is true and I will tell you in writing if any of the evidence on this form changes.

Signed:	
Date	

Have you included evidence of household income where required?	<input type="checkbox"/> Yes
Have you included receipts where required?	<input type="checkbox"/> Yes

Data Protection Act 1998

Any information given to the school will only be used for the purpose of processing your application for the 16-19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.

For Office Use Only	
Funding Term:	
Date Application received:	Approved?:
LAC/FSM/IS/D proof received:	Bursary date:
Income proof received:	Admin initials:



Bank Mandate Form

Please complete this form and return along with your application form:

Name of Student	
Address	
Bank Name	
Account Name	
Sort Code	
Account Number	
Signature	
Date	

For Office Use Only

Account Number	
Date entered	
Signed	