



West Kirby Grammar School 16-19 Bursary Fund Application Form

Please read the WKGS 16-19 Bursary Fund Policy before completing this form.

Part 1: Student Details

Full Name	
Date of Birth	
Age	
Home Address	
Postcode	
Telephone	
Email Address	
Type of transport to school (include bus number if appropriate)	

Part 2: Parental Contact Details

Title	
Full Name	
Relationship	
Address	
Postcode	
Telephone	
Email Address	



Part 3: Household Details

Please state who you live with and their relationship to you

Name	Relationship to you e.g. mother, father, brother, sister, partner etc.	Age if under 16

Part 4: Bursary Application

Please indicate the bursary that is most relevant to your circumstances.

1 - Discretionary Student Bursary (up to £1000): complete and move to Part 5

My total household income is less than £27,500

I have exceptional financial circumstances and wish to be considered on a discretionary basis – please read the Guidance document to ensure that you include all relevant evidence as part of Part 6 of this form.

2 - Vulnerable Student Bursary (up to £1,200: complete and move to Part 6

I am a young person in care

I am a young care leaver

I am living independently and in receipt of Income Support or Universal Credit

I am in receipt of **both** Personal Independence Payments (Disability Living Allowance) **and** Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)



Part 5: Income Evidence (For entire household)

Please indicate which of the following benefits/income you are currently in receipt of. Please send copies of these as evidence of the household income. This must be the most up to date information or processing the application will be delayed.

Type of Income		Evidence required	Provided	Office Use
A	Universal Credit	ALL pages of most recent award letter for the last 3 months		
B	Other Benefits/Pensions (specify)	ALL pages of most recent award letter for the last 3 months (if not annually)		
C	Earned income if no additional benefits are received	Include last 3 months wage slips		
D	Self-employed earnings with no additional benefits	Audited accounts or official tax return for most recent tax year		

Part 6: Evidence to support Vulnerable Student Bursary

Criteria	Evidence Required	Provided	Office use
In care or a care leaver	Written confirmation of current or previous looked-after status from the relevant local authority - this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.		
In receipt of IS or UC	A copy of IS or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.		
	Tenancy agreement in the student's name		



	Child benefit receipt		
	Birth certificate		
	Utility bill		
Receiving UC/ESA and Disability Living Allowance (DLA) and Personal Independence Payments (PIP)	Copy of their UC claim from DWP		
	Evidence of receipt of DLA or PIP must also be provided		

NOTE: All evidence for given category is required.

Part 7: Student Payment Details (BACS)

Name of Bank	
Account Holder's Name	
Account number	
Sort code	
Signature of student	

Part 8: Declaration

I certify that the information given above is correct and understand that the school has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.

Signature of parent (or student if living independently)	
Date	

Remember:

Your application will not be assessed unless you give your full details along with all require, most recent evidence of household income. You can also attach a letter outlining any special circumstances that may apply in your case. Any delay in providing the correct evidence will delay processing the application and possibly the first payment.



West Kirby Grammar School

If you need any additional information, help completing the application form or further support, please contact Mrs Marley: imarley@wkgs.net or the finance department finance@wkgs.net

For Office Use only:

Date Received:

Evidence Provided: Yes/No

Type of Bursary:

Bursary Approved: Yes/No

Authorised by:

Signature:

Date:

Please return this form to: Finance Office

Please include a SAE for safe return of original documents.