

**Sixth Form**

**Sixth Form Discretionary Bursary**

**Essential Information**

All Sixth Form students are eligible to apply for support from the Sixth Form Discretionary Bursary Fund. Applications must be made in writing and supported by the necessary documentary evidence as indicated on the application form.

The decision to grant payment from the Discretionary fund will be taken by the Academy’s Finance Team; all awards are subject to the availability of funds. Priority will be given to those students whose learning is adversely affected by hardship. Any awards made from this Fund may be subject to conditions regarding how the money is to be spent. For example, a student who successfully applies for an award in order to purchase a text book will be expected to produce the receipt for that book within a specified period of time.

All decisions regarding the allocation of grants/awards will be assessed independently by the Academy’s Finance Team. This is to ensure objectivity and independence. In the interests of fairness, students and their parents/carers may be required to provide evidence of income/expenditure. Whilst we appreciate that this may cause embarrassment, we would like to reassure you that this information will only be seen by the Finance Team and that it will be stored in accordance with the Data Protection Act 1998. For this reason, all applications must be submitted directly to The Finance Team.

The following table indicates how the Bursary may be used; please note that these lists are not exhaustive.

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| **Acceptable use of Hardship Fund**   * Purchasing text books/course materials * Public Transport costs * Purchasing specialist course equipment * Purchasing uniform * Funding school trips/visits | **Unacceptable use of Hardship Fund**   * As general ‘pocket money’ * Paying for driving lessons/test fees * Paying for motor insurance or car/bike maintenance costs * Paying for holidays * Paying for non-uniform items * Funding hobbies or social events |



**Sixth Form Discretionary Bursary**

**Application Form**

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Date of Birth: |  |
| Telephone Number: |  |
| Email Address: |  |
| Courses of Study: |  |
| Who do you live with? (Include the ages of any siblings) |  |
| Annual Household Income (please note that you must provide evidence in the form of P60’s, benefits statements etc: |  |
| Do you have a part-time job? If so, how much do you earn per week? |  |
| Reason for application (i.e. what do you want the money for?) |  |
| What will happen if you do not receive an award from the Discretionary Fund? |  |
| **For Finance Team use only:**  Accepted/Declined/More information needed  Comments/Conditions:  Signature of the Finance Team  Date: |  |

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