

ORMISTON FORGE ACADEMY
Application for the 16–19 BURSARY



Section 1: Learner's Details – to be filled in by the learner

	Yes*	No
Are you in receipt of free school meals?		

*If you receive free meals, you only need to complete Section 1 of this form.

Learner's Details

First name _____

Surname _____

Date of Birth _____

Address
House No / Flat No / Name _____

Street / Road _____

Town / City _____

Postcode _____

Year Group _____

Form _____

Course _____

Contact Details

Academy email address _____

Home phone _____

Mobile phone _____

Bank Details - Payments will be made by BACS so you must supply **your** bank details to the finance office.

WE CANNOT ACCEPT PARENT OR CARER'S BANK DETAILS.

Please provide evidence of your bank account showing the name, address, sort code and account number.

Bank account number _ _ _ _ _ Sort code _ _ - _ - _

Your name on account _____

Please answer the questions below. If you answer Yes to any of these, please speak to Main Office.

	Yes	No
Is the learner in care or have they recently left care?		
Does the learner receive Universal Credit or Income Support themselves?		
Is the learner a parent themselves who is mainly responsible for at least 1 child?		

Residency - Please tick which one applies to you.

	Yes	No
I am a British Citizen and I have lived in the UK for at least three years prior to the start of my learning programme.		
I have 'settled status' and have been ordinarily resident in the UK for at least three years prior to the start of my learning programme.		
I am an EEA migrant worker who has the right to work in the UK, or the spouse or civil partner or child of an EEA migrant worker, who is ordinarily resident in the UK at the start of my learning programme, and have been ordinarily resident in the EEA or Switzerland throughout the years prior to that. We will need to check this.		
I am recognised as a refugee by the UK Government, or the spouse or civil partner or child of a refugee, or have been granted Humanitarian Protection, or have EU Temporary Protection.		
None of the above.		

Privacy Notice and Declaration

Privacy Notice

The information you provide on this form may be passed to the Education & Skills Funding Agency (ESFA). The ESFA is responsible for funding, planning and encouraging education and training for over 16-year-olds in England, and is registered under the Data Protection Act 1998. The information you provide may be shared with other organisations for administration and statistical purposes. Other organisations with which we may share information include the department for Children Schools and Families, Department for Business Innovations and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, UCAS, Student Loans Company, educational institutions and organisations performing research and statistical work on behalf of the ESFA or its partners. Further information, and what they do, may be found on the ESFA website.

This application will contain sensitive information. Please mark this box if you do not want us to discuss parts of it with your parents or guardians.

Declaration

If you give false or incomplete information, you may be prosecuted. As part of our assessment process we will sample successful application forms and may ask for further evidence. If that evidence is not provided, or results in a lower award being due, we may stop any future payments and seek repayments of anything paid.

I have read and understood the Privacy Notice above and declare that the information given on this form is correct and complete to the best of my knowledge and belief.

I understand that;

- If I do not keep to my agreement, or if I leave my learning programme, I will not be eligible to receive further payments; and any overpaid may need to be repaid by me.
- The information I have given may be shared with other agencies or organisations, as allowed by the law, for the purposes of checking my application and/or the prevention of fraud.
- I may only claim bursary if I fulfil the conditions of residency.

Signed _____(Learner) Date _____

Signed _____(Parent/Carer) Date _____

Section 2: INCOME DETAILS
to be filled in by the Parents/Carers or independent learner

YOU DO NOT NEED TO COMPLETE THIS SECTION IF YOUR CHILD RECEIVES FREE SCHOOL MEALS.

Tick one of the boxes below:

	Yes	No
I am/we are the adult(s) mainly responsible for the learner applying for Bursary and are currently living with them. <small>*If you do not live with the young person, please contact the school.</small>	<input type="checkbox"/>	<input type="checkbox"/>
I am the young person applying for Bursary and live independently.	<input type="checkbox"/>	<input type="checkbox"/>

Proof of income

Is there someone in the household who is employed or self-employed? **Please provide evidence for ALL adults responsible for the young person in the household.**

	Yes	Evidence Required
Employed	<input type="checkbox"/>	P60(s) from the last tax year.
Self-Employed	<input type="checkbox"/>	Self-Assessment form (SA302) from the last tax year.
Pension	<input type="checkbox"/>	Pension letter(s) from the last tax year.
No-one in the household is employed or self-employed.	<input type="checkbox"/>	

	Yes	Evidence Required
Universal Credit	<input type="checkbox"/>	The latest 3 full award statements including the Take Home Pay section. *If the learner receives Universal Credit themselves, they will need to provide additional evidence.
Tax Credits	<input type="checkbox"/>	Tax Credits Award (TC602) from this year.
I don't receive Universal Credit or Tax Credits.	<input type="checkbox"/>	

	Yes	Evidence Required
Job Seeker's Allowance	<input type="checkbox"/>	ALL pages of a letter showing the benefit received dated this year.
Employment and Support Allowance	<input type="checkbox"/>	
Income Support	<input type="checkbox"/>	

Pension Credit		
Carer's Allowance		
I don't receive any of the benefits above.		

12 – If you received any other kinds of income, please state this here. You will need to provide evidence of this.

Adult Declaration

If you give false or incomplete information, or if you do not tell us about any part of your income that is relevant, you may be prosecuted. As part of our assessment process we will sample application forms and may ask for further evidence. If that evidence is not provided, or results in a lower award being due, we may stop any future payments and seek repayment of anything paid.

I / We declare that all information given in support of this application is correct and complete to the best of my / our knowledge and belief.

I / We understand that:

- I / We share responsibility for the information given with any partner named on this form.
- If the young person applying for Bursary with this form does not keep to their Bursary agreement, or if they leave their learning programme, they will not be eligible to receive further payments and any Bursary overpaid may need to be repaid.
- The information I / We have given may be shared with other agencies or organisations, as allowed by law, for the purposes of checking this application and / or the prevention of fraud but will be protected under GDPR.
- If the young person is eligible for Bursary on residency grounds.
- **I / We authorise** the Department for Work and Pensions to disclose information regarding any benefits and allowances for the purposes of assessing an application for Bursary.

Signed _____ (Learner) Date _____

Signed _____ (Parent/Carer) Date _____

Please hand this and the rest of the application form evidence to the main Academy office.

We will photocopy all financial documents and return the originals.

or post to:
 Ormiston Forge Academy
 Bursary Application
 Wrights Lane
 Cradley Heath
 West Midlands
 B64 6QU

Please ensure you have:

- **Completed all applicable sections in full.**

- Enclosed evidence of your household income. This should include all pages and should be dated within the last
- Enclosed evidence of the learner’s bank account showing their name, address, account number and sort code.

If you have any questions please contact the main office – rawlinsn@oatforge.co.uk or 01384 566598.

We advise you to request a copy of the TC602 Award Notice if you do not have one by telephoning the Tax Credit Helpline on 0345 300 390.

You will be informed if your application is not successful.

Office Use Only

Total Income	£	
Tier 1		
Tier 2		
Tier 3		
Not Eligible		
Free School Meals		
Vulnerable Bursary		
Travel Costs	50%	100%

Assessed by	_____
Date	_____
Notes	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>