



## Application Form 2016-2017

### Please note the following important information:

- Please complete all sections of the form and make sure you have provided us with the correct evidence that we need. Your application will not be assessed without the correct evidence.
- **Payments are dependent on students maintaining good attendance, punctuality & behaviour**

Please return completed forms, with the appropriate evidence, to the Finance Department ([finance@leventhorpe.net](mailto:finance@leventhorpe.net)) or through the Finance Office Letter Box

*We are unable to accept incomplete applications, including those with missing supporting evidence*

### Section 1: Personal Details

<b>Student Name:</b>	<b>Gender:</b>	<b>Date of Birth:</b>
		<b>Age at 31/08/2016:</b>
<b>Current Address:</b>	<b>Your parent(s)/carer(s) name(s) and address(es) if different:</b>	
<b>Telephone Number(s):</b>	<b>Email Address:</b>	

### Section 2: Residency

Please select which of the following applies to you:

- British Citizen       EU/EEA Citizen   
Asylum Seeker       Refugee   
Indefinite Leave to Remain       Other (please specify) \_\_\_\_\_

Have you been a resident in the UK or EU/EEA for the last 3 years?

Yes       No

Are you serving a non-custodial sentence as a young offender?

### Section 3: Course Details

Which subjects and levels (e.g. AS, A2, BTEC Year 1) will you be studying in 2016/17:

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Section 4: Vulnerable Bursary

This bursary is only for students living in care, including unaccompanied asylum-seeking students, or students who have left care, or students who are on income support or universal credit in their own right, or students who are receiving Employment Support Allowance (or Universal Credit as a replacement for ESA) & Disability Living Allowance (or the new Personal Independence Payment) in their own right

Are you (the student):

(Please only tick if you are answering 'yes')

In care (including unaccompanied Asylum seeker)?

A care leaver?

In receipt of Income Support or the equivalent Universal Credit?

In receipt of Employment Support Allowance and/or Disability Living Allowance or Personal Independence Payment?

Evidence

If you have ticked any of the boxes you must provide us with the appropriate evidence.

For students in care or who are care leavers we need written confirmation of the current or previous looked-after status from the relevant local authority. This could be a letter or an email, as long as it is an official document from the local authority.

For students in receipt of qualifying benefits, we need a letter from the DWP saying which benefit the young person is entitled to. The letter should confirm that the student can be in further education or training. Some young people getting benefits are not allowed to participate. *All letters should be dated within the last 3 months.*

Section 5: External Support

Do you have a Social or Support Worker? Yes  No

If you have a Social or Support Worker, please write their name and telephone number below and sign yo give Leventhorpe permission to share with them, or a representative from your local authority Social Care team, information regarding your progress and attendance

Social or Support Worker Name: .....

Telephone Number: .....

Student Signature: .....

Section 6: Free School Meals

If you are in receipt of free school meals you will automatically be eligible for funding to support any school related expenses (trips, transport, uniform, equipment, etc.)

I am in receipt of FSM

Form continues on next page...

Section 7: Discretionary Bursary

If you are under 19 and live in a household in receipt of one of the following you can apply for assistance under the Discretionary Bursary. Please tick all that apply

Income Support

Income-based Job Seekers Allowance

Child Tax Credit with no element of Working Tax Credit and a gross annual income as assessed by HM Revenue and Customs of:

Less than £16,190  (Band 1)

Between £16,191 - £20,000  (Band 2)

Between £20,001 - £25,000  (Band 3)

Income-based Employment and Support Allowance

Guaranteed Element of State Pension Credit

National Asylum Seekers Support

Section 8: Young Carer

If you do not fall into any of the above categories we will need to assess your needs once we have received your application. You may not therefore be automatically eligible for funding

Do you fall into any of the above categories?  Yes  No

Are you a young carer?  Yes  No

Section 9: Support Required

If you believe that you are eligible for a Discretionary Bursary please tick below for support you think you may require

Equipment/Materials  Educational Visit

Transport (Bus Pass)  University/UCAS Application

Other (please specify) .....

Section 10: Student & Parent/Carer Declaration

This declaration must be signed by the student. If the income evidence provided belongs to parent(s)/carer(s) then we must have a parent/carers signature.

I/we certify that the information given is, to the best of my/our knowledge, correct

I/we understand that it may be necessary for Leventhorpe to use the information given, or to share the information provided within the school, to prevent and detect fraud.

Student signature: .....

Date: .....

Parent/Carer signature: .....

Date: .....

Please return your completed form along with any evidence required to the Finance Office