



16-19 Bursary Fund Application

Prior to completing this application form please read the policy and information re 16-19 Bursary Fund - financial support for students in 2025/26

Proof of entitlement will be required to allow the processing of this form.

Part 1

Student Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
E-mail address	
Home Phone	
Mobile Phone	

Student Learner - Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (<i>required only if Building Society a/c</i>)	



Part 2

16-19 Bursary Fund Application – Parental/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
National Insurance Number	
Home Phone	
Mobile Phone	
Household Income	



Part 3

This application for assistance from the 16 -19 Bursary Fund Is made in the Following category (Please tick):

Vulnerable Bursary	
Discretionary Bursary	

Type of Financial Assistance requested	
Please list details of financial assistance you wish to apply for. If possible, documentary evidence of these costs must be provided to support your application. Examples are: Transport, books, course-related costs (including trips), equipment etc.	Cost(s) £
Snack and class funds for terms one to six 2025/26 Weekly paid trips/activities during the school year i.e. swimming at Active Lifestyles in Dursley, Wheels for All, Treasure Seekers etc Other ad-hoc resources/activities throughout the year	£76.00

Additional information
Please use this space to give any additional information to support your application: Rezkiya receives free school meal entitlement



Information and Conditions

- If your application for a Bursary is successful, you will receive a letter detailing the amount of the award and payment terms. Payment will where possible be made direct to a supplier of 'in kind' services, for example, purchase of stationery, school books or school to transport companies.
- Or, where not possible, be made by cheque, payable to the student or by BACS to the student's bank account.
- Payment is conditional on good attendance including punctuality to all lessons and to meeting the standards of behavior and effort required.
- Books, reference materials and non-consumable equipment purchased by the school will be the property of the school and must be returned at the end of the course.
- Support from the Discretionary Bursary is subject to funds being available at the time the application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.
- All awards made are subject to The Shrubberies School receiving sufficient funds from the Local Authority

Declaration

Please read declaration carefully before signing:

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I am no longer eligible for the funding).
- I/we understand that if we give information that is incorrect or incomplete or fail to report any changes which might affect our entitlement to support, I/we may be asked to pay back the costs received.
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.
- I/we have read the Information and Conditions above and I/we understand that non-compliance with the conditions may result in loss of financial support

	Print name	Signature	Date
Student			
Adult (1)			
Adult (2)			

Remember to enclose the following evidence to support your application.

- Free School Meals entitlement (if applicable)
- Benefit information (if applicable)
- Details of annual household income for last tax year, eg. P60, working tax credits form income support information, accounts if self-employed, etc

(Please note: The '16-19 Bursary Fund Policy and information re financial support for students in 2022/23 provides further information.)



All information received will be treated in the strictest confidence and stored securely.

Office use only	Date received	Print name	Signature
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	Print name	Signed	Date
Form checked			
Approved by			
Letter sent to student to inform of decision			
If bursary awarded payment arrangement confirmed to finance			
If refused reason why			

