



**SHOOTERS HILL SIXTH FORM COLLEGE 16-19 BURSARY FUND APPLICATION 2017/2018**

This application should be completed by students seeking financial support for their studies at Shooters Hill Sixth Form College. Please read the questions carefully before answering and write in **BLOCK CAPITALS** to ensure accuracy.

If you have any questions about this form or you need assistance: please email: [bursary@shc.ac.uk](mailto:bursary@shc.ac.uk), call 020 8319 9474, or visit the Student Services Team in D301.

**RETURN THIS FORM, TOGETHER WITH ALL SUPPORTING EVIDENCE, TO STUDENT SERVICES.**

**STUDENTS MUST BE OVER 16 BUT UNDER 19 YEARS OLD ON 31 AUGUST 2017 TO APPLY.**

**Students aged 19 or over may be eligible to receive a discretionary bursary but only if they:**

- are continuing on a study programme they began aged 16-18 ('19+ continuers') or
- have an education, health and care plan (EHCP)

**PERSONAL DETAILS (STUDENT)\_– Please write in *BLOCK CAPITALS***

<b>SURNAME:</b>		<b>FIRST NAME(S):</b>	
<b>ADDRESS:</b>			
<b>POSTCODE:</b>			
<b>DATE OF BIRTH:</b>	<b>AGE ON 31.8.2017:</b>	<b>HOME TELEPHONE:</b>	
<b>EMAIL:</b>		<b>MOBILE:</b>	
<b>COURSE TITLE:</b>			

**STUDENT BANK DETAILS\* – accounts must be in the name of the student above**

<b>FULL NAME (as it appears on the account):</b>	
<b>NAME OF BANK/BUILDING SOCIETY:</b>	
<b>SORT CODE:</b>	
<b>ACCOUNT NUMBER:</b>	
<b>ROLL NUMBER (Building Society account):</b>	

**\*PLEASE ATTACH A COPY OF YOUR MOST RECENT BANK STATEMENT FOR VERIFICATION**



**RESIDENTIAL STATUS** (tick the relevant box that applies to you)

<input type="checkbox"/>	<b>I am a British Citizen/EU national and have been living in Britain/EU for the past 3 years</b>
<input type="checkbox"/>	<b>I have settled status and have been in the UK for the past 3 years</b>
<input type="checkbox"/>	<b>I am recognised as a refugee by the UK government &amp; have been granted "leave to remain"</b>
<input type="checkbox"/>	<b>None of the 3 options listed above</b> (Use space to explain e.g. awaiting application)

The following section will indicate which bursary you are eligible for.  
If **none** of the information in the **VULNERABLE** category applies to you, only tick the relevant box in the **DISCRETIONARY** category.

**1. VULNERABLE** (please tick box that applies to you and attach requested evidence)

<input type="checkbox"/>	<b>I am a Young person in Care</b> (Attach a Letter from the local authority confirming your looked-after status).
<input type="checkbox"/>	<b>I am a Care Leaver</b> (Attach a letter from the local authority/ transitional services confirming your looked-after status).
<input type="checkbox"/>	<b>I PERSONALLY receive Income Support or a Universal Credit payment</b> (Attach relevant Letters from DWP and/or JobCentre).
<input type="checkbox"/>	<b>I PERSONALLY receive Employment &amp; Support Allowance (ESA) or Universal Credit AND Disability Living Allowance (DLA) or Personal Independence Payments (PIP)</b> (Attach letters from the DWP and/or JobCentre)

**2. DISCRETIONARY** (please tick box that applies to you and attach requested evidence)

<input type="checkbox"/>	<b>I am from a non-working household and in receipt of Free School Meals.</b> (Attach a copy of your Free School Meals entitlement letter from the Royal Borough of Greenwich AND proof of family benefits)
<input type="checkbox"/>	<b>Our household income is less than £27,000</b> (Attach a copy of your parent/carer('s) latest Tax Credit Award Notice (TC602) dated after April 2017 AND a copy of their latest p60 certificate)
<input type="checkbox"/>	<b>Other (please use the space provided on the next page to explain further)</b>



## **SUPPORTING STATEMENT**

Use this section to tell us:

- why you need the Bursary
- what course materials, equipment, uniform you will need to buy for your course
- whether you will need to go on any course trips
- Whether you need help with paying for school meals

**You must complete this section otherwise we will not consider your application**



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**PRIVACY NOTICE**

The information you provide on this form will be used solely to determine your eligibility for the Bursary Fund. This information may be shared with other organisations for administration and statistical purposes; these could include the Education Funding Agency for England and the Department for Education.

In accordance with the *Data Protection Act 1998* Shooters Hill ensures that all personal details including bank details and supporting evidence submitted on this form will be stored securely and will remain strictly confidential.

**STUDENT & PARENT/CARER DECLARATION**

\*I have read and understood the information on this application form, the policy document and the privacy notice and declare that the information I have provided is correct and complete to the best of my knowledge.

\*I understand that the Bursary is awarded subject to terms and conditions outlined in the Bursary Contract.

\*I will notify Shooters Hill immediately if my circumstances change at any point throughout the academic year.

\*I understand that any money and/or equipment provided by the Bursary Fund may be claimed back if I knowingly give information which is discovered to be false.

<b>STUDENT SIGNATURE</b>	<b>DATE</b>
<b>PARENT/CARER SIGNATURE</b>	<b>DATE</b>

**COMPLETED APPLICATIONS:**

Completed application forms for 2017-18 should be returned to Student Services by **Friday 20 October 2017** at the very latest. Applications after this date will still be accepted but awards will not be backdated.

Please return to:

**Student Services  
Shooters Hill Sixth Form College  
Red Lion Lane  
London SE18 4LD**

When your application has been processed you will receive notification of the outcome by post. If successful, you and a parent/carer will be posted a Bursary Contract which will need to be returned to Student Services before any awards are granted. If your application is unsuccessful, you have the right to appeal to the Head of Student Services.

**Disclaimer:** The information contained in this document is correct as at 30 June 2017, but Shooters Hill Sixth Form College reserves the right to alter details, without notice, as notified by the various funding bodies.