



2018-19 Bursary Fund Application Form

(to be completed by parent/carer)



STUDENT DETAILS	
Name:	Date of birth:
Address:	
Postcode:	
Home no:	Mobile no:
Email address:	
PARENT/CARER DETAILS:	
Name:	
Relationship to student:	
Address:	
Postcode:	
Home no:	Mobile no:
Work no:	Email:
<u>Please tick one option below</u>	
<u>Option 1</u>	
<ul style="list-style-type: none">• If the student is eligible for free school meals please tick here <input type="checkbox"/>• Please complete section 3 of this form only and sign the declaration in section 4.• Please provide a PHOTOCOPY of the parent/carers Tax Credit Award Notice April 2018 – March 2019 – all pages including the page that states your income.• Please check your eligibility for free school meals on https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/free-school-meals/ and apply online or alternatively complete the free school meals form and return this also to Mrs Plumb.	
<u>Option 2</u>	
If the parents/carers household income is below £16,190, please tick here <input type="checkbox"/>	
<ul style="list-style-type: none">• Please complete sections 1, 2, 3 & sign the declaration in section 4.• Please provide a PHOTOCOPY of the parent/carers Tax Credit Award Notice April 2018 – March 2019 – all pages including the page that states your income.	
<u>Option 3</u>	
If you are currently in or leaving care please tick here <input type="checkbox"/>	
<ul style="list-style-type: none">• Please sign the declaration in section 4 then return this form• Please provide written evidence from your social/support worker.• You do not need to complete any other sections on this form.	
<u>Option 4</u>	
If you are registered Disabled and receiving DLA or PIP please tick here <input type="checkbox"/>	
<ul style="list-style-type: none">• Please sign the declaration in section 4• Please provide a PHOTOCOPY of your DLA or PIP form.• You do not need to complete any other sections on this form.	
<u>Are you unsure on which section to complete or have a question?</u>	
Please contact Mrs Plumb, Sixth Form Support Manager on 01342 410140 extension 254 or alternatively email jplumb@sackvilleschool.org.uk	



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SECTION 1 – Income details

Full/Part-time employment – income based on 2018/19 financial year

If neither parent/carer works please leave blank and complete section 2 below.

Parent/carer 1 income	£	Per annum/month (GROSS income)
Parent/carer 2 income	£	Per annum/month (GROSS income)

If you are self-employed please tick and provide evidence – see below

SECTION 2 – Benefits and other income

Please tick below which benefits/other income you received during 2018/19.

You will need to provide evidence of the weekly/monthly figures received

(PHOTOCOPIES ONLY).

Any originals sent in will not be returned. Please note – DLA/PIP and child benefit are not taken into account.

Benefit/other income	YES	Evidence required PHOTOCOPIES ONLY
Housing benefit		2018/19 Tax Credit Award Notice – Please provide all pages including the page showing assessed income. Please provide a photocopy.
Council tax benefit		
Income support		
Job seekers		
Employment support allowance		
Working/child tax credit		
Universal credit		
Child maintenance		
Pension credit		
Any other income		
		Written evidence including figures

**PLEASE BE FULLY AWARE THIS FORM DOES NOT GUARANTEE FUNDING.
FUNDING WILL ONLY BE PROCESSED WHEN ALL PAPERWORK IS RECEIVED.**



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SECTION 3 – What financial assistance do you require?

Please indicate below what assistance is required. Please be aware that funds are limited and until we have received all applications, the school will not be able to announce the amount available to your son/daughter. You will receive a letter confirming how much will be paid to your child towards the end of the new term. Your child will be paid each term, by cheque. The first payment will be made w/beginning 29/10/2018

For a 16+Kent Travel Card please tick here

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SECTION 4 – Declaration

I certify that the information I have provided in the application is true and accurate. I understand that the Sackville School has the right to withdraw funding at any time, with good cause. I understand that allocation of funding is dependent on students behaving in an acceptable manner, attending all timetabled lessons, on time, and completing all necessary coursework. Failure to meet these conditions could result in funding being withdrawn. I am aware the school will record and hold securely any information of a personal or sensitive nature.

Student print name.....

Student sign.....

Date.....

Parent/Carer print name.....

Parent/Carer sign.....

Date.....

Contact Information

Once this form is completed please return to Mrs Plumb, Sixth Form Support Manager, Sixth Form, Sackville School, Lewes Road, East Grinstead, West Sussex, RH19 3TY. If you have any questions or require any support completing this form, please contact Mrs Plumb on 01342 410140 extension 254 or email jplumb@sackvilleschool.org.uk.