



## Queen Mary's Grammar School

Headmaster: R J Langton, M A

### Queen Mary's Grammar School 16-19 Bursary Funding – 2019/20

The 16-19 Bursary Fund provides financial support to help students who may be experiencing financial hardship to complete their course. There are two bursary categories as below:

**To be eligible for the Guaranteed Bursary you must:**

- be looked after (in care) or have recently left care
- be in receipt of Income Support or Universal Credit in your own name
- be disabled and in receipt of both Employment Support Allowance and Disability Living Allowance in your own name

**To be eligible for the Discretionary Bursary you must:**

- be 16 or over and under 19 on 31st August 2019 (*unless year 13 continuing student*)
- be enrolled on a full time course
- have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status
- have been 'ordinarily resident in the UK, EU or EEA continuously for the last 3 years before the start of your course, with 'settled status' which means having definite leave to enter or remain
- live in a household where the **gross household income is £25,000 or less**
- be in receipt of Free School Meals entitlement

Please be reminded that funds are cash limited and funding cannot be guaranteed.  
**Early application is essential.**

For students that are eligible for travel assistance we would request that you obtain a Network West Midlands 16-18 Photocard to be entitled to child rate fares, Queen Mary's Grammar School will only be paying funds towards the cost of child rates.

**Please note that all bursary funds are made subject to 90% attendance, good progress and behaviour.**

To apply, please complete the application form and attach all the relevant evidence (original evidence is required which will be photocopied and returned to you). Please return your application form, supporting evidence and a completed Bank Details Form to the school office.

For further information and advice, please call: 01922 720696

## Application Form 2019/20 16-19 Bursary Fund

<b>Name of Student</b>			
<b>Date of Birth</b>		<b>Age at 31/08/18</b>	
<b>Address</b>			
		<b>Post Code</b>	
<b>Mobile Number</b>		<b>Home Number</b>	
<b>Do you live with:</b>	<input type="checkbox"/> Both parents <input type="checkbox"/> Single parent <input type="checkbox"/> Carer <input type="checkbox"/> Partner / spouse <input type="checkbox"/> Other (please state) _____		

### Residential Status

(Please submit evidence if your status in the UK if you do not hold a British passport)

<b>Residential Status</b>	<input type="checkbox"/> British Citizen <input type="checkbox"/> EU/EEA Citizen <input type="checkbox"/> Refugee <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Indefinite Leave to Remain
<b>Have you been resident in the UK for the last 3 years?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Guaranteed Bursary

Students most in need (vulnerable groups) are eligible to receive a Guaranteed Bursary of £1200 for the year. To enable us to identify if you qualify for this bursary please circle any of the following statements that apply to you.

Looked after (in care) or recently left care	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In receipt of Income Support <i>paid directly to you</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Disabled and in receipt of Employment Support AND Disability Living Allowances	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Discretionary Bursary - *gross household income is £25,000 or less*

Your application will be assessed on the total amount of gross household income, including earned income, tax credits and all benefits received. Please indicate ALL of the income/benefit you receive below and provide the evidence for each one.

Letter from H M Revenue & Customs - Tax Credit Award for 2018/19	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Currently in receipt of Free School Meals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current Benefit Letter from the Department for Work and Pensions (DWP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proof of earnings from Employer - P60 for 2018/19	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Self-Assessment Tax Return (if self-employed) for 2017/18	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation letter from Local Authority of current or recent looked after status (vulnerable group)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Confirmation of income (please state type & amount)	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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## Important Notes

**A Tax Credit Award Notice for 2019/20 must be supplied for all applications.**

- All bursary grants are subject to 90% attendance, good progress and behaviour and may be reduced or withheld if you fail to meet these standards.
- Your bursary grant will be paid into your bank account by BACS transfer, please ensure that you complete the Bank Details Form attached.
- Funds are cash limited and can only be given whilst funding lasts. Funding cannot be guaranteed and early application is essential.

## Student and Parent/Guardian Declaration

### Data Protection Statement

The information that you provide on this application will be processed by Queen Mary's Grammar School to include administration, planning and management of your education, administering student and school funding. Queen Mary's Grammar School is legally obliged to pass information to the funding agencies as part of our obligations under current legislation and funding agreements. All information provided will be dealt with in accordance to the relevant data protection legislation.

### Confidentiality Statement

When data is provided to us, we use it solely for the purposes for which it was provided.

We will not share your information with external organisations. We recognise that information is valuable and we take all reasonable measures to protect it.

### Disclaimer

All of the information in this application is correct at the time of going to print. We will try to notify applicants of any changes when applications are submitted.

### STUDENT AND PARENT DECLARATION

- I have read and understand the statements and disclaimer above.
- I declare that the information given in this application is a full and correct statement and that giving false information may result in criminal prosecution.
- All household income sources are shown and the documents requested are attached and I will notify Queen Mary's Grammar School **immediately** of any change in circumstances.
- Should I leave my course early, I understand that any payments made, to which I am not entitled, should be repaid.
- I understand that payment of my bursary is linked to good attendance and performance and may be reduced or withheld.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Please return the completed application form with relevant evidence to the school office, should you have any queries, please contact 01922 720696



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**Bank Details Form 2019/20**  
**16-19 Bursary Fund**

Please complete this form clearly and accurately to enable Queen Mary's Grammar School to make payments to your bank account via the BACS payment system. If you change your account, you must immediately advise us in writing to ensure that we hold your correct bank account details.

Please note that Queen Mary's Grammar School cannot accept responsibility for any payments that are delayed or lost, due to errors made when completing this form, or if you have not notified us of any change to your bank details.

<b>Name of Student</b>						
<b>Name of Bank</b>						
<b>Address of Bank (where account is held)</b>						
<b>Name on Bank Account</b>						
<b>Bank Sort Code (6 digits)</b>						
<b>Bank Account Number (8 digits)</b>						
<b>Building Society Roll Number</b>						

Signed:\_\_\_\_\_

Date\_\_\_\_\_

***The information provided on this form will be treated with confidentiality at all times and is covered by the data protection legislation. We will only retain your data for as long as necessary, after which time it will be securely destroyed.***