



**APPLICATION FOR FINANCIAL ASSISTANCE - ACADEMIC YEAR ..... / .....**

**1. DETAILS OF PUPIL**

<b>Family Name</b> ( <i>block capitals</i> )	<b>Given Name(s)</b>	<b>Date of Birth</b> <i>Day Month Year</i>	<b>School and Form</b>

**2. ADDRESS OF PARENT(S) / CARER(S) AND OCCUPATIONS**

<b>Full normal postal address</b>			
<b>Email address</b>			
<b>Telephone No.</b>			
	<b>Self</b>	<b>Spouse</b>	
<b>Occupation</b>			
<b>Name and address of employer</b>			
<b>Telephone No.</b>			

**Dear Parents / Carers,**

To be eligible for financial assistance from the school, you should be in receipt of certain benefits and your child should be on the list of students eligible for free school meals.

You must apply for each academic year that you wish to obtain assistance, as your circumstances may change over the course of the academic year.

Would you therefore please confirm the following:

- Free School Meals Yes/No
- Income Support Yes/No
- Income based Job Seekers Allowance Yes/No
- Universal Tax Credits Yes/No
- Support under part V1 of the Immigration and Asylum Act 1999 Yes/No
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed £21,000. Yes/No
- Guaranteed State Pension Yes/No
- Extenuating Circumstances Yes/No

<b>Pupil(s) Name(s)</b>	<b>Form</b>	<b>Year of claim</b>	<b>Reason</b> <i>i.e. Uniform, Field Trip,</i>	<b>Amount awarded</b>

**DECLARATION**

I / We hereby declare that to the best of my / our knowledge and belief, the information given above is correct.

In the event of a grant being awarded I / we agree to notify the school if a change in my / our circumstances would affect, in any way, the amount determined in respect of this claim.

Signed ..... Full Name (**BLOCK CAPITALS**) .....

Signed ..... Full Name (**BLOCK CAPITALS**) .....  
Parent(s) or Carer(s)

Date .....

**INFORMATION FOR CLAIMING FINANCIAL ASSISTANCE**

***Please read these notes before submitting your request for financial assistance.***

**A. EVIDENCE OF INCOME**

You must enclose evidence of your eligibility i.e. recent proof of benefits, **FULL** (i.e. **ALL** pages) copy of Tax Credits Award for current year, or if in receipt of Universal Credit award we will require **THE LAST THREE MONTHS** award notices.

For extenuating circumstances please provide a statement to explain the reason behind your application.

**B. THIS AGREEMENT MUST BE COMPLETED BY BOTH PARENTS UNLESS:**

- B1. Either parent has given the other parent written authority as his/her agent (this authority must be attached to the form).
- B2. The parents are divorced or separated (the form should then be signed by the person responsible for the education of the child).
- B3. A parent is deceased (this must be stated on the form).

*The criteria for all awards is stated in the school's charging and remissions policy which is available on request from the school office.*

**Supply of incorrect or incomplete information will delay your application.**

Support for school uniform may be provided in the form of a voucher for use with our school uniform supplier. The voucher cannot be exchanged for cash. No change will be given from the value of the voucher. Where students are given vouchers from their home local authority, the value of the voucher from The Mercian Trust will be reduced.

**Contributions to trips taking place during school time.**

If you are successful for financial assistance **The Mercian Trust will contribute a maximum of £100 per academic year towards the cost of any trips**. It is important that an email is sent to [finance@the.merciantrust.org](mailto:finance@the.merciantrust.org) to request that the subsidy is applied to the trip. A separate payment schedule can then be arranged by our finance team.

**THE MERCIAN TRUST**

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