



**COLOMA CONVENT GIRLS' SCHOOL
16-19 BURSARY APPLICATION FORM
2018/2019**

Prior to completing this form please read the Coloma guidelines on the 16-19 Bursary.

**Applications should be submitted by Friday 28th September 2018.
Applications received after this date will be assessed as stated in the guidelines.**

Student's Name:	Tutor Group:
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Date of Birth:	Age on 31st August 2018:
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Student's Home Address:
.....
..... Post Code:.....
Student's Home Tel:..... Student's Mobile No:.....
Student's Email Address:.....

Granted cash bursaries are to be paid to the student by cheque four times a year, in October, December, February and May

Please see conditions for receipt in the Bursary Fund Guidelines. Any overpayments will be reclaimed.

Account Holder Name (as appears on card/bank statement etc.):
.....

The cheque is made payable only to the student, who must have an account in her own name.

Please detail below the financial costs for which support is requested:
(These may include: transport, field trips, educational visits, extra books, equipment, exam re-sit fees etc.)

PART A Student's Eligibility

Please complete either section 1 or section 2 below:

SECTION 1 (VULNERABLE BURSARY)		
Payments of up to £1200 for students in one of the defined vulnerable groups where eligible		
Student:	Tick	Evidence to provide and what to do next
Young person in care or care leaver		Please provide a supporting letter from your key worker or social worker
Young person in receipt of income support, or Universal Credit in place of Income Support in their own right		Please supply copy of benefits paperwork dated within the last 6 weeks
Young person in receipt of Employment Support Allowance and Disability Allowance or Personal Independence Allowance in their own right		Please supply copy of benefits paperwork dated within the last 6 weeks
Please sign the Declaration below and return your form to the Sixth Form Reception, marked 'For the Attention of the Bursary Panel'		

SECTION 2 (DISCRETIONARY BURSARY)		
These discretionary payments may be awarded for the following students where eligible:		
Student:	Tick	Evidence to provide and what to do next
Student qualifies for Free School Meals		Please complete PART C only
Family receives income-related benefits and/or family income is less than £25,000 per year		Please complete PART B , enclosing required benefit evidence dated within the last 6 weeks or evidence of family income (P60, bank statement, payslip, if self employed please provide the last 2 years accounts, directors/dividend statements, last two years verified accounts).
Young Carer		Please provide a professional or school referral supporting letter, e.g. from a Social Worker, Teacher, Indigo Project/Barnardo's Worker
A parent/carer has experienced a redundancy in the last twelve months.		Letter of confirmation from employer
Cases of hardship or difficulty		Supporting letter

<p>Student's Declaration: Please read the following declaration. Your application will not be assessed unless you sign and date this declaration.</p> <p>I declare that all of the information given on this form is to the best of my knowledge correct in every respect, and I will inform the school of any changes in the particulars given concerning my circumstances.</p> <p>If for any reason I fail to complete the course or fail to abide by the Coloma Sixth Form Contract of Commitment, I will return the award upon request.</p> <p>Signed:..... Date:.....</p> <p>Full Name (in block capitals)</p>

PART B Financial Assessment

This section should ONLY be completed by the student's parent(s) / guardian, IF the student is applying under the SECTION 2 criteria. (i.e. Family who receive income-related benefits and/or whose family income is below £25,000 per year.)

Name of Father:	Father's Occupation:
Name of Mother:	Mother's Occupation:
Name of Guardian (if applicable):	Guardian's Occupation (if applicable):

Details of family income from all sources for the **current** financial year ending 5th April 2018 (6 April 2017—5 April 2018)

Please answer all questions either by stating income amount or inserting "NONE".

	£
Father's Gross Income from employment and/or self employment	
If self employed, are you a director of a Ltd company? (yes/no)	
If yes, are you VAT registered (yes/no) Details of company registration number:	
Father's Gross Wages / Salary from additional part-time work	
Mother's Gross Income from employment and/or self employment	
Mother's Gross Wages / Salary from additional part-time work	
Guardian/Carer's Gross Income from employment and/or self employment (if applicable)	
Guardian/Carer's Gross Wages / Salary from additional part-time work (if applicable)	
Child Benefit	
Universal Credit / Income Support / Job Seeker's Allowance (income-based)	
Employment Support Allowance / Job Seeker's Allowance (contribution-based)	
Working Tax Credit	
Child's Tax Credit	
Widowed Mother's Allowance or Widow's Pension	
Retirement Pension (State pension)	
Employer(s) Superannuation or Retirement Pension(s)	
Disability Pension / Benefit	
Separation Allowance / Maintenance / Child Support	
Income derived from property or land and/or sub-letting	
Interest from investments including bank and building society interest	
Other income (give details of source)	
TOTAL	

Reminder: Please enclose documentary evidence of income-related benefits. Supplementary evidence may be requested in due course.

PART C

Free School Meals:

Parent's Surname:

Parent's Date of Birth:

National Insurance or NASS Number:

****Eligibility for Free School Meals will be checked using the Department for Education Eligibility Checking Service****

Parent / Guardian Declaration:

Please read the following declaration. Your application will not be assessed unless you sign and date this declaration.

I declare that all of the information given on this form is to the best of my knowledge correct in every respect and I will inform the school of any changes in the particulars given concerning my circumstances. If for any reason the student named on this form fails to complete the course or fails to abide by the Coloma Sixth Form Contract of Commitment, I will return the award upon request.

I understand that Coloma is under a duty to protect the public funds it administers and to this end may use the information I have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Signed: Date:

Full Name (in block capitals):

Father / Mother / Guardian (Delete as appropriate)

Have you enclosed all of the documentary evidence required?

Failure to provide evidence or to disclose all relevant information will lead to delays in processing this application.

Completed forms to be returned to

The Bursary Panel, Coloma Convent Girls' School, Upper Shirley Road, Croydon, CR9 5AS