16-19 Bursary Fund Application Form 2024-2025

This form must be completed by the student and parent/guardian/carer mainly responsible for the student applying for the Bursary Fund. The form can be completed on line and emailed to [finance@opgs.org](mailto:finance@opgs.org) or a paper copy sent to the Finance Office.

**Section One: Student Details**

|  |  |
| --- | --- |
| First Names: | Surname: |
| Date of Birth: | Home Tel. No: |
| Email: | Mobile No: |
| School Year at Sept 2024: | For Year 13 only – Form at Sept 2024: |

**Section Two: Residency**

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Have you been a resident of the UK or a national of any EU country for the 3-year period preceding your course start date? |  |  |

*If ‘No’ please contact the school for advice*

**Section Three: Vulnerable Learner Bursary**

The student should answer the following questions and supply the required supporting documentation:

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Are you in Local Authority Care  *Supporting documentation: Letter from care home/social worker/LA* |  |  |

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Are you in living with Foster Parents  *Supporting documentation: Letter from care home/social worker/LA* |  |  |

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Are you in receipt of Income Support/Universal Credit/Disability Living Allowance/Personal Independence Payments  *Supporting documentation: Copies of benefits paperwork* |  |  |

**Section Three: Discretionary Learner Bursary**

The parent/carer should answer the following questions and supply the required supporting documentation:

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Was your son/daughter eligible for Free School Meals in Year 11  *Supporting documentation: N/A OPGS will have this information* |  |  |

Please tick appropriate box Yes No

|  |  |  |
| --- | --- | --- |
| Are you currently on income support or other means tested benefit or your gross household income less than £25,000  *Supporting documentation:*   * *Award letter any other tax credit notifications* * *Employed Income: P60 for tax year 2023/24 or last payslip in March 2024* * *Self-employed Income: Official tax return* * *Working Tax Credit / Child Tax Credit – your most recent Tax Credit Award Notice* * *Universal Credit - The last three awards letters* * *Income Support – award letter dated within the last 3 months* * *Disability Living Allowance - award letter dated within the last 3 months* * *Employment and Support Allowance - award letter dated within the last 3 month* * *Personal Independence Payment – award letter dated with in the last 3 months* * *Any other benefit – award letter dated with in the last 3 months* |  |  |

**Section Four: Student Bank Details**

Where monetary payments are made, these will be deposited by BACS transfer into the

student’s own bank account. Please provide student bank details below:

|  |  |
| --- | --- |
| Account holder name (student) |  |
| Name of Bank |  |
| Address of Bank |  |
| Sort Code |  |
| Account Number |  |

**Section Five: GDPR Consent**

By signing this form, you are agreeing to the school using the above data to assess your application and if successful make payments to you. This form and associated paperwork will be shredded three years after your child leaves the school. If you have any concerns regarding this please do advise Mrs Bryant.

Signed (parent)………………………………………………….. Date………………………

Signed (student)………………………………………………… Date………………………

Please tick boxes below to indicate the assistance you require:

|  |  |
| --- | --- |
|  | Travel Costs – including Travel Card |
|  | Books |
|  | Equipment |
|  | School Trips |
|  | Uniform/Clothing |
|  | Meals |
|  | University Interviews / Open Day visits / UCAS registration Fee |
|  | Other course related costs |
|  | Contribution towards laptop purchase |
|  | Loan of 6th form laptop |

*If you are approved for the Bursary you will need to complete Application for Reimbursement/Payment in Kind form when requesting financial assistance. These are available from your Director of Study.*

**Section Six: Declarations**

I/We declarethatall information I have provided in support of this application for the Oakwood Park Grammar School Bursary is correct and complete to the best of my knowledge and belief.

I/We understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the school will seek repayment of payments already made.

I/We understand that by signing this declaration, I/we can confirm agreement to all the conditions and eligible criteria of the scheme. If for any reason the student leaves OPGS or fails to abide by the rules and expectations as outlined below they may be eligible to receive further payments:

* Have no less than 92% attendance
* Complete your coursework and homework on time and to satisfactory standard
* Notify the school correctly for absence/appointments

**Parent/Carer Signature:**

**------------------------------------------------------------**

**Student Signature**

**-------------------------------------------------------------**

Please return the completed application form and all supporting documents in an envelope

marked ‘Bursary Application’ to:

**The Finance Office**

**Oakwood Park Grammar School Oakwood Park**

**Maidstone Kent ME16 8AH**

The application can also be submitted via email to [finance@opgs.org](mailto:finance@opgs.org) with supporting documentation attached.

The School Business Manager and the Director of Sixth Form will only see the application form. If you make an appeal against the decision, the Head Teacher may also see your application form.

If you need any further information or assistance, please contact the Finance Office [finance@opgs.org](mailto:finance@opgs.org) or Mrs Bryant, School Business Manager [sbryant@opgs.org](mailto:sbryant@opgs.org)