



NEWPORT GIRLS' HIGH SCHOOL
Educational Bursary Application Form

Please submit by 27th September to Mrs Davenport. Applications after this date will still be considered as outlined in our policy.

SECTION 1 – Student Details

(Please print)

FIRST NAME:	SURNAME:
Date of Birth:	Home Telephone Number:
Email:	Mobile Number:

SECTION 2 – EB1 (Vulnerable Student Bursary)

(Please tick the box if any of the following applies to you)

- I am living in care
- I am a care leaver
- I am in receipt of Universal Credit or other benefit
- I am a disabled student in receipt of Personal Independence Payments

Please note students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

(If you are applying for EB1 and have completed Section 2, please now go to Section 4).

SECTION 3 – EB2 (Discretionary Bursary)

I am a student who permanently lives in a household whose parents/carers receive one of the following benefits

Name of person receiving benefit	Universal Credit	Income Support	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.					
2.					

Please note: If you are not in one of the above categories you must provide proof of family income.

Financial Assessment – Income (to be completed by the person(s) responsible for the household bills)

Name of person receiving income	Are you employed?	
1.	YES/NO	If yes, please submit P60, Working Tax Credits Award Certificate or other HMR&C acceptable proof.
2.	YES/NO	If yes, please submit P60, Working Tax Credits Award Certificate or other HMR&C acceptable proof.

SECTION 4 – Proof of Income/Benefit Submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order of an assessment to be made. The tables below show the evidence you will need to supply. Please tick the ones you are providing.

Type of Income	Evidence Required	Tick if Supplying
Annual Salary	P60 for tax year 2023-24, payslip from last week in March or month 12 payslip or Working Tax Credit Award Notice 2023-24 or <u>most recent</u>	
Universal Credit or Income Support	Entitlement/Award letter – dated within last 3 months	
Job Seekers Allowance	Entitlement/Award letter – dated within last 3 months	
Employment Support Allowance	Entitlement/Award letter – dated within last 3 months	
Incapacity Benefit	Entitlement/Award letter – dated within last 3 months	
Carers Allowance	Entitlement/Award letter – dated within last 3 months	
Disability Living Allowance	Entitlement/Award letter – dated within last 3 months	
Any other benefit	Entitlement/Award letter – dated within last 3 months	
Working Tax Credit	Working Tax Credit Award Notice dated 2023-24, must be for full year and not partial awards. (Full award notice) or most recent	
Child Tax Credit	Child Tax Credit Award Notice dated 2023-24, must be for full year and not partial awards. (Full award notice) or most recent	
Grants or bursaries etc...	Relevant paperwork detailing entitlement and amount paid	
Any other income	Relevant paperwork	

SECTION 5 – Student Bank Account Details

Bank Name	
Branch Location	
Name of Account Holder	
Sort Code	- -
Account Number	
Roll Number (Building Society Account)	

SECTION 6 – Further Information

Please give any details below of any other circumstances that you would like us to know about to help with your application and give the specific areas of support you require;

e.g. Transport costs, uniform, books, resources, equipment, curriculum trips other....

This can be discussed further with Mrs Davenport once submitted.

What you need: (Please outline specifics i.e. for bus pass state name of service provider e.g. Arriva, whether pass is weekly, termly or annual etc)	Cost: Please give full details of specific costs and provide receipts where possible.	Additional information:
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SECTION 7 – Declaration

Please read the declaration below carefully before signing;

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to tell the School of any change in my circumstances in writing. I agree to repay the School immediately and in full any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this academic year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
3. I understand that I must use bursary funding awarded for the support I have identified is necessary to help me participate in education.

Signed (Student): _____ Date: _____

Signed (Parent/Carer): _____ Date: _____

For School use only	Date received:
Bursary Approved: YES/NO	Bursary type: EB1/EB2
Authorised by:	Date:
First payment made (date):	
Additional notes:	