

Application for Bursaries



Name:	Year Group:
Date of Birth:	
Address:	
Postcode:	
Telephone Number:	Email:

Please complete either Part 1 or 2 depending on your circumstances and sign the form in Part 3. We also require your parent/carer's authorisation on all applications. For any help or assistance please either arrange an appointment with one of the Student Support Team and/or refer to the guidance on the Studio website.

Part 1. Application for a Guaranteed Bursary

Only complete if you are in one of the following groups in the table below.

(We cannot process your application unless suitable evidence is provided; evidence must be less than 3 months old).

	Please tick
If you are a young person in care	
If you are a young care leaver	
If you are a young person personally in receipt of income support	
If you are a disabled young person in receipt of Employment Support Allowance who is also in receipt of Disability Living Allowance	

Part 2. Application for a Discretionary Bursary

Only complete if you are not applying for a guaranteed bursary. **(It is important that you please attach the relevant receipts, otherwise the form cannot be processed).**

Bursary needs to be applied for each term.

Bursary required for:	Briefly describe why you need the bursary
Transport (to be eligible you must live out of Merseytravel Zone C1, & or be eligible for Free School Meals)	
Books and Equipment (materials should be itemised and the subject name included, and applications will only be considered if the book or equipment is not accessible at the Studio)	
General Hardship (this is most likely to be one off events, such as purchasing new uniform or clothes for Sixth Form)	
Payment for Trips/Placements relating to the Curriculum (details of the trip/work placement must be provided)	

Do you receive (or are you entitled to receive) Free School Meals?
If you are entering Year 12, were you entitled to Free School Meals in Year 11?
Have you been in receipt of Free School Meals for the past 6 years or more?



If you have any questions regarding completion of this form, please call **0151 230 1330**

Part 3. Statement of accuracy and Signatures

I declare that, to the best of my knowledge, the information I have provided is correct and that should my circumstances change, I will notify the Studio immediately.

Parent/ Carers Signature:
Student Signature:
Date:

Funds can only be paid direct into a bank account so it is important to provide these details.

Account holders name	
Bank	
Bank branch	
Bank account number	
Bank sort code	

Student Support Services to Complete:

Date application received	
Attendance in current term	
Attendance average in academic year	
Date sent to Director of Inclusion and put on Log	
If Application Declined:	
Date form received back	
Student informed	
Date appeal received and submitted to Vice Principal and put on Log	
Date appeal returned rejected by Vice Principal and put on log	

Director of Inclusion to Complete:

Date application received	
If Application Awarded:	
Amount awarded and brief explanation for award	
Date form sent on to Finance Department	
If Application Declined:	
Brief explanation of why application rejected	
Date form sent on to Student Support Team	

Finance Department to Complete:

Date received	
Advise Student Support Team of date of payment and method	

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