

John Masefield Sixth Form Centre

Form B: Discretionary Bursary for students in Financial Hardship – 2023-24



If you wish to be considered for a Discretionary Bursary, please read the Guidance Notes and complete this form. Please return with supporting evidence to Mrs Laidler, John Masefield Sixth Form Centre, Mabel's Furlong, Ledbury, HR8 2HF

SECTION 1: Student's Details		
Surname	D.O.B	
Forename(s)	Age at 31/08/23	
Address		
Post Code		
SECTION 2: Residency – Please select which of the following applies to you:		
British Citizen <input type="checkbox"/>	EU / EEA Citizen <input type="checkbox"/>	
Asylum Seeker <input type="checkbox"/>	Refugee <input type="checkbox"/>	
Indefinite Leave to Remain <input type="checkbox"/>	Other, please specify:	
Have you been resident in the UK or EU/EEA for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
SECTION 3: School Registration Details		
What date did you start your course(s)?		
Which course(s) are you taking?		
Section 4a: Student Status – Do you?		
Live with parents who have responsibility for you <input type="checkbox"/>	Live with Carers/Guardians who have responsibility for you <input type="checkbox"/>	
Live independently <input type="checkbox"/>	Consider yourself to be a carer (care for a family member) <input type="checkbox"/>	
Live with a partner <input type="checkbox"/>	Have dependent children <input type="checkbox"/>	
Section 4b: Student Status		
I am applying to the fund and live independently or with a partner <input type="checkbox"/>	If you have ticked this box please go to Section 6 and complete (if applicable)	
I live with parents/carers/guardians (please complete Section 5) <input type="checkbox"/>	Ask parents/carers to complete Section 6	
Section 5: Parent / Carer Details		
	Adult 1	Adult 2
Title (Mr / Mrs / Ms) etc		
Surname		
Forename (s)		
Relationship to applicant		

Did you receive Free School Meals in 2022-23: ☐ YES – if yes, please provide evidence and go to Section 7
☐ NO – if no, go to Section 6

SECTION 6: Assessment of Household Income

Please tick and enclose proof, if you are in receipt of any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Salary from Employment | <input type="checkbox"/> Income from Self Employment |
| <input type="checkbox"/> Income Support or Universal Credit | <input type="checkbox"/> Guaranteed Element of State Pension Credit |
| <input type="checkbox"/> Child Tax Credit/Working Tax Credit | <input type="checkbox"/> Personal Independence Payment |
| <input type="checkbox"/> Employment Support Allowance | <input type="checkbox"/> Council Tax Benefit |
| <input type="checkbox"/> Income based Job Seekers Allowance (JSA) | <input type="checkbox"/> Housing Benefit |
| <input type="checkbox"/> Disability Living Allowance | <input type="checkbox"/> Not in receipt of any of the above |

Please note, we will need to see recent evidence (no more than 3 months old) of the benefit received, proof of household income (3 monthly or 4 weekly most consecutive payslips or P60 for 2022-23) or the most recent accounts for self-employment

In which bracket does your gross annual household income in the last tax year fall (including benefits)?	Under £20,817	
	Between £20,818 - £30,810	
	Over £30,811	

Has your household been affected by redundancy in the last 12 months? Yes ☐ No ☐
 Has your household had a change in financial or personal circumstances in the last 12 months?

Please indicate number of dependent children in the household:

Please provide evidence of household income for the last tax year e.g P60, Tax Credit Award Notice or accounts if self-employed,

SECTION 7: Type of Financial Assistance requested

Please list details of financial assistance you wish to apply for. If possible, documentary evidence of these costs must be provided to support your application. Examples are: Transport, Books, Course-related costs (including trips), Open Day visits, Equipment etc.

Cost(s) £

SECTION 8: Additional information

Please use this space to give any additional information to support your application:

SECTION 9: Information and Conditions

- If your application for a Bursary is successful you will receive a letter detailing the amount of the award and payment terms.
- In some cases, 'in kind' payments may be more suitable; for example, purchase of stationery or school transport pass.
- Payment is conditional on good attendance including punctuality to all lessons and to meeting the standards of behaviour and effort required. Expectations are clearly defined in the contract students signed at enrolment. JM Sixth Form may require the student to pay back some or all of an award if the student fails to meet the conditions of the contract.
- Books, reference materials and non-consumable equipment purchased by JM Sixth Form will be the property of JM Sixth Form and must be returned at the end of the course.
- Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.
- All awards made are subject to JM Sixth Form receiving sufficient funds from the government.

SECTION 10: Declaration

Please read declaration carefully before signing:

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave JM Sixth Form or am no longer eligible for the funding).
- I/we understand that if we give information that is incorrect or incomplete or fail to report any changes which might affect our entitlement to support, I/we may be asked to pay back the costs received.
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.
- I/we have read the Information and Conditions in Section 9.
- I/we understand that non-compliance with the conditions in Section 9 may result in loss of financial support.

	Please print name	Signature	Date
Student			
Adult(1)			
Adult (2)			

Remember to enclose the following evidence to support your application:

Free School Meals (if applicable)

Benefit information as listed in Section 6 (if applicable)

Details of annual household income for last tax year, eg. a letter from the Department of Work and Pensions showing receipt of benefits; a P60; a Tax Credit Award Notice; evidence of your family's annual income; 3 months worth of payslips

All information received will be treated in the strictest confidence and stored securely.

Office use only:	Date received:		Signature:	
Form checked:	Signed:	Print name:	Date:	
Approved by:	Signed:	Print name:	Date:	
Letter sent to student to inform decision:	Print name:		Date:	
If bursary awarded, payment arrangements confirmed to Finance:	Print name:		Date:	
If refused, reason why:				