

Prior to completing this form, please read through the guidance notes. Proof of entitlement **must be included** when the form is returned (this must include proof of paid employment and any Working Tax Credit or Child Tax Credit).

Student Details

Surname/Family Name	
First Name (and Middle Name, if applicable)	
Date of Birth	
Home Address	
Home Phone Number	
Mobile Phone Number	
E-mail Address	
Courses being studied	

This application for assistance from the 16 to 19 Bursary Fund is made at the following level. Please tick one category:

Vulnerable Bursary		Discretionary Bursary		Discretionary Bursary – household income of £41,400 or below	
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Student Bank Account Details

[illegible]

I wish to apply for support towards:

	Please tick as appropriate
Books/equipment	
Additional course costs, e.g. trips	
Public Transport	
Meals	
Exam re-sit fees	
UCAS registration	
University open days/interview costs	
Clothing/shoes (please specify)	
Uniform/equipment for vocational courses (please specify)	
Other (please specify):	

I understand that there is no guarantee that funds will be available when I apply and that if there is a high demand for the funds, awards may be given at a reduced rate.

I understand that some books or equipment purchased may be returnable at the end of the study programme.

I confirm that the above details are true and accurate. I understand that, to continue to receive funding, I must maintain good levels of attendance, effort and behaviour.

Student Signature:	Date:	
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I confirm that the details on this application form are true and accurate to the best of my knowledge. I understand that the criteria will need to be met by my child to ensure that payments are received in full.

Parent/Carer Signature:	Date:	
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Discretionary Bursary Criteria					
Your household income is one of the criteria, which will help us to assess your application. If your total household income exceeds £41,400 per annum, you may not be eligible for a bursary payment.					
Were you in receipt of free school meals in Year 11?			Yes/No		
Do you have access to a PC/laptop for education at home?			Yes/No		
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, we cannot process your application for bursary payments.					
P60 April 2026	☐	Income Support/Universal Credit (recent award letter)	☐	Full TCAN Notice	☐
Self-employed earnings (official tax return)	☐	Other benefits/pension (award letter)	☐	Pay slips for household members	☐
Bank statements (for the last three months)	☐	Universal credit (statements for the last three months)	☐		
Please list the names of the household members and relationship to student: (we require evidence of income of ANY persons residing at the student's address)					
Name			Relationship to Student		
1)					
2)					
3)					
4)					

St. Martin's School – 16 to 19 Bursary Contract 2026/27

Student Name:

Form/Tutor Group:

By completing this Contract, you agree to the terms and conditions under which you will be paid your 16 to 19 Bursary. Any change in financial/home situation should be communicated to the school in writing. Parents/carers and students are required to sign to this effect and if, upon review, it is found that parents/carers/student have falsified documents, submitted inaccurate information or have been claiming money fraudulently, the school may refer the matter to the police. It is an expectation that the 16 to 19 Bursary will be used to support your education and will cover outgoings, such as uniform compliant with school's dress code, transport costs to school, books and equipment, curriculum essential trips and other course-related costs.

Student declaration: I am a full-time student attending St. Martin's School. I agree to abide by the terms and conditions of this Contract and understand that the payment in kind of the 16 to 19 Bursary is subject to review following each progress report. I understand that I must take responsibility for ensuring that I maintain excellent performance and effort and have 93%-100% attendance, in compliance with the school's attendance and behaviour policies.

I recognise that the school will only allow authorised absence under the following circumstances (evidence will be required in all cases):

- Hospital/medical appointments, which cannot be arranged outside of school hours;
- Recognised religious holiday (up to maximum of three days);
- Visits to university/college or careers interviews (maximum of three);
- Field trips and other extra-curricular activities related to studies agreed by the school;
- Attendance at the funeral of a member of close family;
- Driving test (not during lessons);
- Court attendance or social service review;
- All illnesses must be supported by a parental telephone message or letter;
- I understand about claim procedures.

In each claim period, as long as I have met the requirements above, I understand that I will receive a bursary in kind depending on the nature of my request. If my attendance or behaviour is below a satisfactory standard my award may be stopped or I may be asked to return it. I understand that, if my application for financial assistance is unsuccessful (or successful in part), it remains my responsibility to pay all outstanding fees related to my study at St. Martin's School. I understand that some books/equipment may be returnable to the school.

Student Signature:

Date:

Parent/Carer Signature:

Date:

I hereby confirm that the above-named student has had the terms of the 16 to 19 Bursary explained and has agreed to comply with the conditions of this Contract. It has also been explained that payment is subject to the conditions listed above.

Sixth Form Administrator Signature:

Date:

Head of Sixth Form Signature:

Date:
