

# PMC 16-19 BURSARY APPLICATION FORM 2017-18

Name ..... Tutor Group .....

Date of Birth .....

Age on 31 August .....

Student mobile .....

Evidence detail .....

Bursary applied for (students applying for Type A and B may not also apply for Type B or C respectively):

- TYPE A** – for students in groups identified as most in need, such as young people in care, care leavers, young people receiving income support and disabled young people receiving both Employment Support Allowance and Disability Living Allowance.
- TYPE B** – for students who receive Free School Meals (FSM).  
Please note you must qualify for FSM using the Essex criteria and apply on line via their website.
- TYPE C** – for students applying for one-off payments to assist with specific additional expenditure of an educational nature. In the space below (and using additional sheets if necessary) you must explain why you need this support and what you need this funding for (**identify and itemise the costs – list all items.**)  
For financial evidence you must supply originals of the necessary documents for inspection by the Accounts department. Documents will be photocopied and returned to you.
- TYPE D** – (Pupil Premium) .

Detail of expenditure claimed for:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please note evidence must be attached to support your application. If no evidence is appended the application will be refused automatically.

Please read and sign the declaration below and return this form together with documentary evidence in a sealed envelope to the College Office marked 'Confidential'.

**Declaration by student – witnessed by parent/carer**

- I agree to my application being scrutinised, the decision is final and not subject to any appeals process.
- I understand that if I do not maintain good levels of behaviour, effort, attendance, and adherence to the Student Agreement then my bursary may be reduced or withdrawn without notice.
- I confirm that, for Type B and C bursaries, no other income or financial support is available from another household to support the student.
- If I leave the College at any time within 4 weeks of a bursary being paid then I will repay the funds given to me.

I confirm that:

- The information I have given is, to my knowledge true and correct and Philip Morant School and College may seek to confirm any details I have provided.
- I understand there will be a delay in any funds being released if the application form has not been correctly completed or appropriate evidence of income has not been supplied, and that failure to supply correct information before the stated deadlines may result in missing out on funding for the term in question.

**Data Protection Act**

I understand that:

- The data contained on this form will be held on file for seven years and that Philip Morant School and College may make enquiries about the validity of the information provided on this form from other central and/or local government bodies, as deemed appropriate by the school.
- I hereby consent to the disclosure of any information sought in accordance with the application for the purposes of the Data Protection Act 1998.
- The school has a duty to protect the public funds it administers and to this end may use the information provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Student signature ..... Date .....

Parent signature ..... Date .....

For completion by Accounts department:

Staff signature..... Initials.....

Authorisation/decision Yes/No Date .....

**Other useful links**

Separate from and in addition to the above arrangements, you may be eligible for Post-16 Transport Assistance from Essex County Council. Further information and application forms can be found here: <http://www.essex.gov.uk/Education-Schools/Travel-School>

More information about Free School Meals and an on-line application can be found through the Essex County Council website at: <http://www.essex.gov.uk/freeschoolmeals>