

16-19 Bursary Fund Application Form 2026 – 2027



Section 1: Student's Personal Details

Surname:	Forenames:	
Date of Birth:	Age at 31 August 2026:	
Address and Postcode		
Home Telephone:	Mobile:	
Email:	Tutor Group:	

Section 2: 16-19 Guaranteed (Vulnerable Student) Bursary (£1,200)

If you are applying for this award, you should tick the box that applies to you and attach proof.

Your circumstances (student)	.	Evidence Required	.
I am living in Care		Letter of confirmation from your Local Authority	
I am a Care leaver		Letter of confirmation from your Local Authority	
I am in receipt of Income Support or Universal Credit		Entitlement/award letter covering period April 2025-2026	
I am in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments		Entitlement/award letter covering period April 2025-2026	

Section 3: 16-19 Discretionary Bursary

If you are applying for this award, you live permanently in a household whose parents/guardians receive one of the following and the family's annual taxable income does not exceed £16,190. Parents should refer to the enclosed Information Leaflet detailing household income thresholds for eligibility to one of the two tiers of Discretionary Bursary. The table below shows the evidence you will need to provide with this application.

Type of Income	Evidence Required	.
Income Support (Universal Credit)	Entitlement/award letter covering period April 2025-2026	enclosed
Income-based Job Seeker's Allowance	Entitlement/award letter covering period April 2025-2026	
Income-based Employment and Support Allowance	Entitlement/award letter covering period April 2025-2026	
Support under part VI of the Immigration and Asylum Act 1999	Supporting letter from the Home Office covering period April 2025 -2026	
The guaranteed element of State Pension Credit	Evidence of Guaranteed Element of State Pension Credit covering period April 2025 -2026	
Child Tax Credit, but not Working Tax Credit, and have an annual taxable income below £16,190.	Family in receipt of Child Tax Credit Award Notice marked 2025-2026, but not working Tax Credit.	
NHS Tax Credit Exemption	Entitlement/Award letter dated within last 3 months	

If you are not in receipt of any of the above but reside in a household which has a total household taxable income of between £16,190 and £25,000 for the tax year 2025-26, you may also apply for the Discretionary Bursary at the lower amount. Please attach proof of household taxable income, including the following: joint household earnings, benefits, unearned income, interest from savings/ or Self-assessment Tax Calculation Form (SA302)/ or Working Tax Credit Award Certificate.

Section 4 – Financial needs

Indicate which costs you are requesting help with:

	Autumn Term Amount £	Spring Term Amount £	Summer Term Amount £
Transport to and from school			

If requesting support with transport costs, have you applied for support from Surrey County Council's Travel Assistance programme for learners aged 16 to 25?

Yes ☐ No ☐ If yes, what support has been provided:

	Autumn Term Amount £	Spring Term Amount £	Summer Term Amount £
Books			
Equipment			
School meals (<i>not for those in receipt of free school meals</i>)			
Essential field trips or study days			
Transport to Open Days or interviews for post Sixth Form courses/jobs			
Other			

Give details here:

Section 5 – Exceptional help

If you do not qualify for an award, you may apply for help with one-off course related expenses, in exceptional circumstances. (Proof of income or hardship will be asked for and if agreed, a receipt/proof of purchase required.)

Section 6 – Declaration (To be signed by student and parents/guardians)

Please read the declaration below carefully before signing:

I/we have read and understood the guidance notes supplied with this application form. I/we confirm that the information given on the application form is true and correct.

I/we undertake to inform the school of any alterations to any of the particulars in writing.

I/we agree to repay the school in full and immediately any sums advanced to me, if the information I have given is shown to be false or deliberately misleading.

I/we understand that if the student leaves the School before the completion of the course, payments will cease and any advanced payments will need to be repaid to the School.

I/we understand that payment of any award is conditional upon the student meeting his/her obligations under the School's Bursary Policy and Sixth Form Agreement, regarding attendance, performance, behaviour and compliance with all procedures.

I/we understand that funding covers only this school year, and that I must re-apply next year.

Signature of Student:

Date:

Signature of Parent/Guardian:

Date:

Student’s Bank Details - payments will be made directly into the student’s bank account

Account Name (student’s)	
Name of bank / building society	
Branch address	

Sort code					
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Account Number									
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For office use:

Date application received:			
Bursary approved:		Yes / No	
Type of Bursary:	Guaranteed	Discretionary:	Exceptional
		T i e r A T i e r B	
Termly (1) amount awarded:	Date:	Signature:	
Termly (2) amount awarded:	Date:	Signature:	
Termly (3) amount awarded:	Date:	Signature:	
Single payment awarded:	Date:	Signature:	
Single payment awarded:	Date:	Signature:	
Single payment awarded:	Date:	Signature:	
Authorised by:	Date:	Signature:	