



The Bishop's Stortford High School Sixth Form
16-19 Bursary (Vulnerable & Discretionary) Fund

Application Form 2026-2027

Please note the following important information:

- Please complete all sections of the form and make sure you have provided us with the correct evidence that we need. Your application will not be assessed without the correct evidence.
- **Payments are dependent on students maintaining good attendance, punctuality & behaviour**
- **The sixth form bursary cannot be used to pay for private tuition arrangements, since a full time education is provided by the school**

Please return completed forms, with the appropriate evidence, to the Finance Department
(iris.man@tbshs.org)

We are unable to accept incomplete applications, including those with missing supporting evidence

Personal Details

Student Name:	Gender:	Date of Birth:
		Age at beginning of the academic year:
Current Address:	Your parent(s)/carer(s) name(s) and address(es) if different:	
Telephone Number(s):	Email Address:	

Residency

Please select which of the following applies to you:			
British Citizen	☐	EU/EEA Citizen	☐
Asylum Seeker	☐	Refugee	☐
Indefinite Leave to Remain	☐	Other (please specify)	☐ ☐
Have you been a resident in the UK or EU/EEA for the last 3 years?			
		Yes	No
Are you serving a non-custodial sentence as a young offender?			



Vulnerable Bursary

This bursary is only for students living in care, including unaccompanied asylum-seeking students, or students who have left care, or students who are on income support or universal credit in their own right, or students who are receiving Employment Support Allowance (or Universal Credit as a replacement for ESA) & Disability Living Allowance (or the new Personal Independence Payment) in their own right

Please select the option that best describe your situation:

- ☐ In care
- ☐ A care leaver
- ☐ In receipt of Income Support or the equivalent Universal Credit because you are financially supporting yourself
- ☐ In receipt of Employment Support Allowance and/ or Disability Living Allowance or Personal Independence Payment

Evidence

If you have ticked any of the boxes you must provide us with the appropriate evidence.

For students in care or who are care leavers we need written confirmation of the current or previous looked-after status from the relevant local authority. This could be a letter or an email, as long as it is an official document from the local authority.

For students in receipt of qualifying benefits, we need a letter from the DWP saying which benefit the young person is entitled to. The letter should confirm that the student can be in further education or training. Some young people getting benefits are not allowed to participate. *All letters should be dated within the last 3 months.*

Free School Meals

If you are in receipt of free school meals you will automatically be eligible for funding to support school related expenses. Please note all applications for free school meals need to be made through Department of Education.

- ☐ I am in receipt of Free School Meal



Discretionary Bursary

If you are under 19 and live in a household in receipt of one of the following you can apply for assistance under the Discretionary Bursary. Discretionary bursaries are based on the **whole household income before tax is deducted**. Please provide the 3 most recent monthly award statements of Universal Credit or other benefits **and** 3 months most recent pay slips if working. This will act as a guide of income to the household for that quarter & then the year. **Please tick all that apply**

- ☐ Income Support
- ☐ Income-based Job Seekers Allowance
- ☐ Income-related Employment and Support Allowance
- ☐ The guaranteed element of State Pension Credit
- ☐ Universal Credit
- ☐ National Asylum Seekers Support
- ☐ Gross annual household income less than £25,000.00

Support Required

If you believe that you are eligible for a Discretionary Bursary please tick below for support you think you may require

- | | | | |
|----------------------|--------------------------|-----------------------------|--------------------------|
| Equipment/Materials | ☐ | Educational Visit | ☐ |
| Transport (Bus Pass) | ☐ | University/UCAS Application | ☐ |

Other (please specify)

Student & Parent/Carer Declaration

This declaration must be signed by the student. If the income evidence provided belongs to parent(s)/carer(s) then we must have a parent/carers signature.

Please complete a new application for each academic year.

I/we certify that the information given is, to the best of my/our knowledge, correct

I/we understand that it may be necessary for The Bishop's Stortford High School to use the information given, or to

Student signature:

Date:

Parent/Carer signature:

Date:

Please return your completed form along with any evidence required to iris.man@tbshs.org