|  |  |
| --- | --- |
| Office use only | |
| Date Received |  |
| Proof Received |  |
| Approved by Bursary Award Panel |  |
| Notes |  |
| Date Processed |  |



**BURSARY APPLICATION FORM**

**2021/22**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A | Student details | | | | |
| Name | |  | | | |
| Address | |  | | | |
| National Insurance Number | |  | | | |
| Date of birth | |  | Age on 31st August 2021 | |  |
| Do you fall into any of the following categories: | | | Please tick | Proof needed | |
| Looked After Child or a Care Leaver | | |  | Please attach a letter from your local authority showing the dates you have been in care | |
| Live independently or in foster care | | |  | Please attach proof of how you financially support yourself | |
| Receive Income Support or Universal Credit in your name | | |  | Please attach a letter of proof dated within the last 3 months from the benefits agency showing your name, address and amount received | |
| Young Carer (A lead carer for a parent/sibling with a diagnosed illness) | | |  |
| Receive Personal Independence Payments | | |  |
| Receive/eligible for free school meals | | |  | No evidence is required | |

|  |  |  |
| --- | --- | --- |
|  | |  |
|  | |  |
| Please select how long you have been in the UK/EU: | | Please select |
| Have you been resident in the UK/EU for the previous three years? | | Yes No |
| Please select your residency status: | | Please tick |
| British Citizen | |  |
| EU/EAA Citizen | |  |
| Asylum Seeker | |  |
| Refugee | |  |
| Other (please give details) | |  |
|  | | |
| B | Student declaration form | |
| * I understand that I will need to inform Nottingham Girls’ Academy of any change in my household income * I declare that the information provided is correct and true and I authorise steps taken by the academy to verify the information provided including sharing the information with other organisations as needed * I understand that continuing support is subject to maintaining at least 95% attendance and satisfactory progress in subjects * I understand that if I Ieave the course I will no longer be eligible to receive any financial support through Nottingham Girls Academy   Signature of student……………………………… Date………………………………. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| C | Household income of parents/guardians/partner/spouse of student  Total Household Income must be less than £25,000 | | | | |
| Name (Adult 1)  Relationship to student | | | Name (adult 2)  Relationship to student | | |
| Household Income | | Evidence Required | | Adult 1 Adult 2  Tick for evidence enclosed | |
| Child receives/eligible for free school meals | | No evidence is required if your child currently receives/eligible for free school meals (household Income below £16,190) | | n/a | n/a |
| Tax Credits  If you have your Tax credit award for 21/22 then no further support is needed. If you do not have your Tax Credit award notice you must provide evidence of income as below | | Please provide copies of all pages of the tax credit award notice for 2021/2022 which shows your total household income for the year 2020/2021 | |  |  |
| Income support | | You must provide a letter of proof dated within the last 3 months from the benefits agency showing your name, address and amount received | |  |  |
| Jobseekers allowance | |  |  |
| Employment and support allowance | |  |  |
| Universal credit | |  |  |
| Pension credit | |  |  |
| Housing and council tax benefit | |  |  |
| Carers allowance  If you are not in receipt of the above you will need to give evidence of income through employment as below | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (Adult 1)  Relationship to student | | | | Name (adult 2)  Relationship to student | | | | |
| Household Income | | | Evidence Required | | | Adult 1 Adult 2  Tick for evidence enclosed | | |
| Employment (Full time, part time and temporary) | | | Please provide copies of your P60 for year-end 2021, or 2 of your most recent payslips if paid monthly | | |  | |  |
| Self-employment | | | Please provide a copy of your annual accounts for the year ended 2021 or your Self-Assessment Tax Calculation Form | | |  | |  |
| Income from a lodger | | | Please provide proof of the tenancy agreement for the lodger | | |  | |  |
| Savings (UK or overseas) | | | Please provide a statement of accounts | | |  | |  |
| Other Income e.g. Income from a second home, stocks and shares | | | Please provide written evidence | | |  | |  |
|  |  | | | | | | | |
| D | Student Needs  Please select what you intend to use the bursary towards | | | | | | | |
| Item | | Tick | | | Details | | Cost Estimate | |
| Travel  Bus Pass | |  | | | e.g. bus route/type of bus pass/card number | |  | |
| School Meals (Top ups to your lunch account) | |  | | |  | |  | |
| Stationery | |  | | |  | |  | |
| Subject Specific Books | |  | | | Which subjects | |  | |
| Other subject specific items | |  | | | Which subjects | |  | |
| UCAS Application | |  | | |  | |  | |
| Costs of attending interviews/open days | |  | | |  | |  | |
| Other | |  | | |  | |  | |

*‘The Nottingham Girls’ Academy collects and uses personal data on all its pupils in accordance with legal requirements and legitimate interests set out in the GDPR and UK law.  This information will be collected and used fairly, stored safely and not disclosed to any other person where to do so would be in breach of those requirements or would otherwise be unlawful. For full information, please see our Privacy Notice on the Data Protection page of our website at* [*www.nottinghamgirlsacademy*](http://www.nottinghamgirlsacademy) *or a hard copy is available from our main Academy office.’*