



# LANGLEY PARK SCHOOL FOR BOYS

South Eden Park Road Beckenham Kent BR3 3BP

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Headteacher – Ms S Munday BA (Hons), PGCE, MA, NPQH

## 16-19 BURSARY FUND – STUDENT APPLICATION FORM

- The Langley Park School for Boys' 16-19 Bursary Fund is available to students who are in financial need.
- Please refer to the 16-19 Bursary Fund Guidance Notes for further information about how the Bursary Fund is awarded and who is eligible.
- This form must be completed by the student applying for the 16-19 Bursary, and not the parent / carer.
- Students are required to provide invoices / receipts before any funds can be reimbursed. If this is likely to be a problem, please see Mr Edwards / Miss Dell.
- Please note that it can take up to four weeks for an application to be processed.

### Section 1: Details of Student Applicant

Surname	
Forename	
Date of Birth	
Address 1	
Address 2	
City	
Postcode	
Telephone	
Email:	

### Section 2: Application for Bursary Level

Application Level	Please select	Please tick as applicable
I am applying for Bursary Level 1	Y / N	<input type="checkbox"/> I am in Care or a Care Leaver <input type="checkbox"/> I am receiving Income Support or Universal Credit in my own right (please attach evidence of this) <input type="checkbox"/> I am receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in my own right (please attach evidence of this)

I am applying for Bursary Level 2	Y / N	<input type="checkbox"/> I am in receipt of Free School Meals <input type="checkbox"/> My family household income is below £25,000 (please attach evidence of this)
I am applying for Bursary Level 3	Y / N	<input type="checkbox"/> I have been eligible for Free School Meals in the last six years <input type="checkbox"/> I was eligible for Pupil Premium in Year 10 / 11 / 12 / 13 <input type="checkbox"/> I am in need of financial assistance for other reasons – please attach evidence and full details in the box below.
		Reasons for Bursary Level 3 Application (attach a separate sheet if necessary):

**Please note:**

Your **household income** will be taken into account when deciding your financial need for Bursary Level 2 and 3.

Please attach evidence of household income i.e.: receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. This should be provided by the person(s) responsible for the household bills.

**Section 3: Items Requested:**

**Specific educational purpose (circle one):**

**Books / Resources | Equipment | University Visits / Application | School Visits / Trips | Clothing | Other**

Please describe in detail the items for which you are requesting financial support. Include the link for any items you wish the school to order on your behalf:

*[Your application will be rejected unless specific items are listed]*

Please state the amount requested: £

Please state the amount needed

**Amount needed: £**

**Section 4:**

PLEASE SELECT ONE OPTION	Please select	Further Documentation Required
I have purchased these items and am requesting full or partial reimbursement	Y / N	<ul style="list-style-type: none"> <li>Please attach receipts / invoices for the items purchased, clearly highlighting those for which you are requesting support.</li> <li>Please ensure that you have completed the bank mandate form at the bottom of this application form.</li> </ul>
I am requesting items directly from a department or team eg. resources or kit	Y / N	<ul style="list-style-type: none"> <li>Please give the name of the department or team so that funds can be transferred on your behalf:</li> </ul>
I am requesting financial support for a school trip or visit	Y / N	<ul style="list-style-type: none"> <li>Please give details of the trip or visit so that the account can be credited on your behalf:</li> </ul>
I am asking the school to order and purchase these items on my behalf	Y / N	<ul style="list-style-type: none"> <li>Please ensure that you have provided the full link to the items requested in Section 3.</li> </ul>

**Section 5: Declaration to be signed by the Applicant**

I agree that you will use the information I have provided to process my claim for the 16-19 Bursary Fund and will contact other sources as allowed by the law to verify my entitlement.

I declare that the evidence given on this form is true and I will tell you in writing if any of the evidence on this form changes.

Signed:

Date:

Have you included evidence of household income where required?	<input type="checkbox"/> Yes
Have you included receipts where required?	<input type="checkbox"/> Yes

**Data Protection Act 1998**

Any information given to the school will only be used for the purpose of processing your application for the 16-19 Bursary Fund. We are under a duty to protect the public funds we handle and may use the information you provide to prevent and detect fraud. We may also share this information for the same purposes, with other organisations which handle public money.

Thank you for completing this form. Please send this signed form, along with any evidence required:

By email to: [adell@lpsb.org.uk](mailto:adell@lpsb.org.uk)

By post to: 16-19 Bursary Fund Administration, Langley Park School for Boys, South Eden Park Road, Beckenham BR3 3BP.

Or by hand to: School Reception, FAO 16-19 Bursary Fund Administration.

For Office Use Only	
<b>Funding Term:</b>	
Date Application received:	Approved?:
LAC/FSM/IS/D proof received:	Bursary date:
Income proof received:	Admin initials:

### **Bank Mandate Form**

Please complete this form and return along with your application form:

<b>Name of Student</b>	
<b>Address</b>	
<b>Bank Name</b>	
<b>Account Name</b>	
<b>Sort Code</b>	
<b>Account Number</b>	
<b>Signature</b>	
<b>Date</b>	

### **For Office Use Only**

<b>Account Number</b>	
<b>Date entered</b>	
<b>Signed</b>	

