

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 Butterworth / Ms 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:	



A company limited by guarantee registered in England & Wales with number 07697400
Registered office: Hawksbrook Lane, South Eden Park Road, Beckenham. BR3 3BE

Section 2: Application for Bursary Level

Application Level	Please select	Please tick as applicable
I am applying for Bursary Level 1	Y / N	☐ I am in Care or a Care Leaver ☐ I am receiving Income Support or Universal Credit in my own right (please attach evidence of this) ☐ 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	☐ I am in receipt of Free School Meals ☐ My family household income is below £25,000 (please attach evidence of this)
I am applying for Bursary Level 3	Y / N	☐ I have been eligible for Free School Meals in the last six years ☐ I was eligible for Pupil Premium in Year 10 / 11 / 12 / 13 ☐ 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):

Requesting Financial Support

Students wishing to apply for bursary funding must complete [a Bursary Consideration Form](#) for each item, activity, or service for which support is requested. The form is available on the school website or as a hard copy from **Ms Dell, Attendance Officer**.

Please note: Submission of a Bursary Consideration Form does not guarantee funding. Students must receive confirmation from Mr Butterworth that the school is able to cover, or contribute towards, the cost before making any purchase. Unfortunately, where items are purchased prior to approval being granted, the school cannot guarantee reimbursement or financial support.

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 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?	☐ Yes
Have you included receipts where required?	☐ 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

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	
Funding Term:	
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:

Name of Student	
Address	
Bank Name	
Account Name	
Sort Code	
Account Number	
Signature	
Date	

For Office Use Only	
Account Number	
Date entered	
Signed	