

## 16 - 19 Bursary Application Form (2025-26)

The 16-19 Bursary Fund at Durham Sixth Form Centre is a means-tested financial support program available to students up to the age of 19. Designed to help overcome financial barriers to education, the bursary provides direct payments into students' bank accounts, ensuring they have the necessary support to continue their studies.

We may request additional information from students, this will be done via the student's school email address.

Students will be informed in writing once eligibility for a bursary has been established.

**Bursary payments are only made if attendance and behaviour meet the required standard and students remain at Durham Sixth Form Centre. If attendance falls below 90% payments may be reduced.**

**Note:** Before completing this form ensure you read the 16–19 Bursary Fund Application Guidance (2025-2026).

### Section 1: Student Details

Legal Forename:		Legal Surname:	
Date of Birth DD/MM/YYYY:			
Home Address:			
Post Code:		Mobile number:	
Email address:			

Please select year of study

Year 12 ☐

Year 13 ☐

Year 14 ☐

Have you been a resident in the UK for the last 3 years or have a legal right to be a resident in the UK?

Yes	<input type="checkbox"/>	Go to Section 2
No	<input type="checkbox"/>	<b>You are not eligible to apply for a bursary at this time. Please contact <a href="mailto:finance@durhamsixthformcentre.org.uk">finance@durhamsixthformcentre.org.uk</a> for further queries.</b>

## Section 2: Bursary Type - Vulnerable Student

Do any of the following statements apply to you?

- In care / leaving care – confirmation from local authority.
- Unaccompanied asylum-seeking children – confirmation from local authority.
- Living independently and receiving Income Support (IS) or Universal Credit (UC) in their own right.
- Living independently and receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance (ESA) or UC in their own right.

Yes	<input type="checkbox"/>	Go to Section 3
No	<input type="checkbox"/>	Go to Section 4

## Section 3: Vulnerable Student Bursary Evidence

Please attach your evidence to support your application for the Vulnerable Student Bursary \*

- In care / leaving care – confirmation from the student's local authority or letter from their Social worker or Case worker
- Unaccompanied asylum-seeking children – confirmation from local authority
- Living independently - confirmation from Social worker or Case worker

Please complete Section 9 and 10.

## Section 4: Bursary Type - Discretionary Free School Meals

Were you eligible for Free School Meals in your secondary school?

- If you were in receipt of Free School Meals in your previous secondary school we will receive confirmation directly from them.
- If you were not in receipt of Free School Meals in your previous secondary school but wish to apply please choose that option.

Yes	<input type="checkbox"/>	Go to Section 9
No	<input type="checkbox"/>	Go to Section 6
I would like to apply for Free School Meals	<input type="checkbox"/>	Please complete Section 5 and 6

## Section 5: Free School Meal Verification Check

Surname of Parent/Carer who is in receipt of an eligible benefit:

National Insurance number of Parent/Carer who is in receipt of an eligible benefit:

Date of Birth of Parent/Carer: DD/MM/YYYY:	
Asylum Seeker's reference 9 digit number, if applicable:	

### Section 6: Eligible Benefits (Please tick all that apply)

We must comply with GDPR regulations regarding processing the information you provide for a Free School Meal check ensuring that any personal data we receive is processed and completed in compliance with GDPR regulations. Durham County Council is registered as a 'data controller' under the Data Protection Act as we collect and process personal information about you (this applies to council staff and members of the public). Our registration number is Z1808275. Under GDPR, personal data can only be processed where there is a lawful basis. The GDPR provides several legal bases for processing personal data and the relevant legal basis depends on the nature of the data being processed.

**By completing and signing this form, I give my consent**

- For the school to store and share the data.
- To share this data with Durham County Council.
- To share with the Department for Education's online service which includes data from HMRC and DWP.

<input type="checkbox"/>	Universal Credit with an earnings threshold that does not exceed £7,400
<input type="checkbox"/>	Income-based Jobseekers Allowance
<input type="checkbox"/>	Income-related Employment and Support Allowance
<input type="checkbox"/>	Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC that does not exceed £16,190
<input type="checkbox"/>	Guaranteed Element of State Pension Credit
<input type="checkbox"/>	Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further four weeks after they stop qualifying for Working Tax Credit)
<input type="checkbox"/>	Support under part VI of the Immigration and Asylum Act 1999

**Thank you for completing this section. Once the verification has been checked by Durham County Council we will be in touch should we need evidence to support your application. If your application for Free School Meals is not successful, you may still be eligible for the Transport Bursary. Please continue to Section 7 to apply.**

### Section 7: Bursary Type - Discretionary

Do any of the following statements apply to you?

- You are an only child in a household with a total taxable income of £30,500 per year or less.
- You have siblings aged 16 or less in a household with a total taxable income of £32,000 per year or less.
- You have a sibling who also attends Durham Sixth Form Centre in a household with a total taxable

income of £33,500 per year or less.

Yes	<input type="checkbox"/>	Go to Section 8
No	<input type="checkbox"/>	<b>You are not eligible to apply for a bursary at this time.</b> <b>Please contact <a href="mailto:finance@durhamsixthformcentre.org.uk">finance@durhamsixthformcentre.org.uk</a> for further queries.</b>

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## Section 8: Discretionary Bursary Evidence

Please attach your evidence to support your application for the Discretionary Bursary and complete the section below.

The following list shows examples of the evidence you can provide of total taxable household income. You will need to provide evidence of taxable income for all members of your household over 19 years of age.

- P60's for the whole household & Child Tax Credit Statement
- 3 months of Wage slips for whole household & Child Tax Credit Statement
- Self Employed Earnings (official tax return) APR24 & Child Tax Credit Statement
- Full Working Tax Credit Award Notice 2024/25
- 3 x monthly Universal Credit Awards showing all allowances and deductions
- Other Benefits / Pension (award Letter) & Child Tax Credit Statement

For Sole Parents or Carers:

Please provide a copy of your Council Tax Bill to evidence you are claiming single person discount.

## Household Section

Who lives with you in your household? Please tick all that apply

<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Guardian or Carer
<input type="checkbox"/>	Siblings under 19 years of age	<input type="checkbox"/>	Siblings over 19 years of age	<input type="checkbox"/>	Grandparents
<input type="checkbox"/>	Living independently	<input type="checkbox"/>	Other: _____		

Please complete Section 9 and 10.

## Section 9: Student Bank Account Details

Bursary payments will be made directly into the Student's Bank Account ONLY. Payments are made via bank transfer on a termly basis.

**You are required to inform the school immediately of any changes to your Bank /Building Society details.**

Student Name: As it appears on your Bank Account.			
Sort Code:		Account Number:	

## Section 10: Student/Parent/Guardian/Carer Agreement

### By ticking this box you are agreeing to the following:

- I confirm that the information I have given on this form is correct and completed to the best of my knowledge and belief.
- I understand that any attempt to dishonestly obtain a 16-19 Bursary shall be treated as fraud and may result in criminal and/or civil proceedings against me.
- I understand that any Bursary received that is not used for the purpose for which it was approved will result in immediate withdrawal of future payments and any payments made may be reclaimed by the Fund Administrator.
- I understand I am obliged to inform the Fund Administration of any changes in my financial and residential circumstances.
- I understand I am eligible for Bursary assistance only while I am a student at Durham Sixth Form Centre during the academic year of application.
- I understand that should I leave prior to completion of examinations, I will forfeit any unpaid payments and may be requested to pay back pro-rata any bursary payments made in advance for the period of non-attendance.
- I understand I will not be eligible for funds if I have any outstanding debts with Durham Sixth Form Centre and any such debt may be paid directly from my Bursary.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy, and funding will be withdrawn or partially withdrawn if the attendance and behavior conditions set by Durham Sixth Form Centre are not met.
- I understand that I have the right to appeal if I disagree with the outcome of my Bursary Application.
- Appeals should be made in writing to Mrs. Rye, Chief Operating and Finance Officer.

Signature of Student:		Date:	
Signature of Parent/Guardian 1		Date:	
Signature of Parent/Guardian 2		Date:	