

16 - 19 Bursary Application Form (2026-27)

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.

Section 1: Student Details

Student Legal Forename:		Student 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	☐	Go to Section 2
No	☐	You are not eligible to apply for a bursary at this time. Please contact finance@durhamsixthformcentre.org.uk for further queries.

Section 2: Household Income

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	☐	Go to Section 3
No	☐	You are not eligible to apply for a bursary at this time. Please contact finance@durhamsixthformcentre.org.uk for further queries.

Section 3: 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
- 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

☐	Mother	☐	Father	☐	Guardian or Carer
☐	Siblings under 19 years of age	☐	Siblings over 19 years of age	☐	Grandparents
☐	Living independently	☐	Other: _____		

Please complete Section 4 and 5.

Section 4: 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: (6 digits)		Account Number: (8 digits)	

Section 5: Student/Parent/Guardian/Carer Agreement

By signing this agreement 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:	