



Plymouth Schools & Academies
Access Bursary
2023-24



16-19 Bursary Fund Application – Category 3

INTRODUCTION

- **CATEGORY 3 SUPPORT IS NOT AVAILABLE TO STUDENTS RECEIVING FUNDING UNDER CATEGORY 1 OR 2 OF THE PSAAB SCHEME**
- **PRIOR TO COMPLETING THIS FORM PLEASE READ THE GUIDANCE NOTE**
- **PLEASE COMPLETE THIS FORM IN CAPITALS AND IN BLACK OR BLUE INK. PLEASE ENSURE THE APPLICATION IS COMPLETE BEFORE SUBMITTING IT**

Learner Details

Surname/Family Name:			
First Names:			
Date of Birth		Age on 01/09/2023	
Address			
Post Code			
Contact Number			
School Email Address			
School/Academy name			
School Year (Please circle)	Yr12	Yr13	Yr14
Title of course/subjects studied			

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you will need to open one for when you return in September.

Name of Account Holder			
Name of Bank e.g. HSBC			
Branch e.g. City Centre			
Sort Code (6 digits only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number (8 digits only)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Application for Bursary

Criteria	Please tick
<p>1. Disability Living Allowance</p> <p>Evidence required – copy of DLA / Personal Independence Payment award attached to application</p>	
<p>2. Household income below £28,000</p> <p>Parental income from all sources for the year ended 5th April.</p> <p>Evidence required – copies of the relevant following documents:</p> <p><u>Tax Credits Award Notice (TC602)</u></p> <p><u>Salary or wages from employment</u></p> <ul style="list-style-type: none"> • P60 or March payslip for the financial year • P45 if employment ended during financial year <p><u>Business, trade or profession: Profits from self employment</u></p> <p>Taxable profit or loss as computed for income tax purposes for the year ended 5th April.</p> <ul style="list-style-type: none"> • Completed accountant's certificate <p><u>Income from property</u></p> <p>Taxable profit or loss as computed for income tax purposes for the year ended 5th April.</p> <ul style="list-style-type: none"> • Completed accountant's certificate <p><u>Pensions</u></p> <p>Total taxable amount of pension received in the year to 5th April.</p> <ul style="list-style-type: none"> • P60 or P60 (PG) • State retirement pension book <p><u>Shares and dividends</u></p> <p>Gross amount received during the year ended 5th April.</p> <ul style="list-style-type: none"> • A voucher • Letter from company confirming total gross amount <p><u>Other income</u></p> <p>Please detail other income of over £100</p>	

Please can you confirm if you were in receipt of a Bursary award for the academic years 2021/22 or 2022/23. Please tick the relevant category:

Category 1

Category 2

Category 3

Exceptional Case

Was not in receipt of one

Use of bursary funds

Please indicate in the table below how the bursary award will support your continued studies/education. You may be asked to provide evidence of expenditure.

(You may complete multiple boxes as appropriate)

	Estimated Cost
Books/equipment	
Additional course costs, e.g. trips	
Transport	
Meals	
Accommodation	
Exam re-sit fees	
Other educational items – please specify	

I confirm that:

- The details above are true and accurate.
- I understand that continued payments are dependant on meeting my School's/Academy's attendance and behavioural policy.
- I am not currently in receipt of a 16-19 bursary from another provider.
- I am not in receipt of a category 1 or 2 payment from the 16-19 Bursary

Student Signature		Date	
Parent/Guardian Signature		Date	

Please return completed form to your sixth form office with the relevant evidence attached indicated on page 2 before the end of the academic year

For completion by the Head of Post 16

I confirm that I have attached the relevant evidence for the category of support, and that the student named above:

- Will be on a course of 30 weeks or more.
- Is not in receipt of a category 1 or 2 payment from the 16-19 Bursary

Head of Post 16 Name	Head of Post 16 Signature	Date

PRIVACY NOTICE

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

The information being processed

The Council is collecting the information in this form (personal and bank details) and supporting evidence for the purpose of managing your bursary application and payments.

This information will be used for assessing your eligibility to receive a 16-19 bursary award and making monthly payments into your bank.

Information Sharing

To ensure that the council provides you with an efficient and effective service we will sometimes need to share your information between teams within the council as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected will be shared with:

Staff at your School / Academy

Staff within Finance and Education, Participation and Skills at Plymouth City Council

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

Retention Periods

We will only keep your information for 7 years

Privacy policy

The full policy and notice is available on the Plymouth City Council website at:

<https://www.plymouth.gov.uk/aboutwebsite/privacypolicy>