



St Alban's 16-19 Bursary Application Form 2025/2026

This section should be completed by **students** who require financial support whilst studying with St Alban's Catholic High School. Please read the questions **carefully** before answering.

STUDENT DETAILS	
Forename	
Surname	
Address including postcode	
Date of Birth	
Home Telephone Number	
Student Mobile Number	

Please only tick the following boxes that apply to your circumstances

<p>Eligibility</p> <p><input type="checkbox"/> I have been ordinarily resident in the UK for 3 years from my start date at St Alban's</p> <p><input type="checkbox"/> I am in receipt of an Education, Health and Care Plan</p> <p><input type="checkbox"/> I live with my parent(s) / carer(s) – go to section 1</p> <p><input type="checkbox"/> I am a young person in care (including foster care) and can provide a letter from the local authority confirming my looked after status – go to section 2</p> <p><input type="checkbox"/> Receive benefits in applicant name – go to section 2</p>

Section 1: DISCRETIONARY BURSARY INCOME DETAILS – email your evidence of all ticked boxes to finance@st-albans.suffolk.sch.uk

- Employed income – P60 or last 3 months salary slips
- Self-employed – certified accounts showing annual income
- Working tax credits / child tax credits – most recent award letter or confirmation letter if your personal circumstances are unchanged and you were in receipt of the bursary last academic year
- Income support or universal credits / employment support allowance (ESA) / income based jobseekers allowance / pension credit
- Carer's allowance / young carer's assessment / GP confirmation status letter
- Any other income
- Household income of less than £16,190
- Household income between £16,190 - £ 30,000

Section 2: VULNERABLE BURSARY INCOME DETAILS – email your evidence of all ticked boxes to finance@st-albans.suffolk.sch.uk

- I can and will provide 3 months of bank statements
- I am a young person in care (including foster care) and can provide a letter from the local authority confirming my looked after status
- I am in receipt of employment & support allowance (ESA) OR universal credit **AND** disability living allowance (DLA) OR a personal independence payment (PIP) and can provide award letters
- I am in receipt of income support OR universal credit in my name, I live independently and financially support myself and any dependants such as a child or partner and can provide award letters and tenancy agreement/utility bill

BANK DETAILS OF STUDENT	
Full Name of Account Holder	
Bank Name	
Sort Code	
Account Number	
Building Society Roll No.	
Provide evidence with this application form for us to verify your bank details – the front of your debit card or a bank statement if not already given as evidence of income. If you do not provide evidence further payments will not be made if details are incorrect.	

TRAVEL

How will you travel to St Alban's Catholic High School

Cost of travel per term

FREE SCHOOL MEALS

Are you in receipt of FSM

- Yes
- No
- Don't Know

WHAT SUPPORT DO YOU REQUIRE

- Equipment, books, resources required for course
- Compulsory educational visits
- University open day visits / interview costs
- School meals
- Transport costs

STUDY CHOICES

We need to know what courses you have chosen or are currently doing so we can assess your financial need (please detail below)

ATTENDANCE & BEHAVIOUR

The 16-19 bursary is linked to both attendance and behaviour. The amounts set out above are on the basis that attendance remains above 90%. No deductions will be made for isolated periods of genuine unavoidable absence, such as illness or medical appointments. For absences to be authorised you must immediately notify St Alban's Catholic High School and they must be supported with a letter from your parent/carer. The Sixth Form reserves the right to deduct bursary payments where there is any doubt over the validity of absence. Payment will be deducted at a pro rata amount per day. Behaviour will need to be in line with the St Albans Catholic High School behaviour policy to qualify for and receive payment. If any deductions are to be made, the claimant will be informed via their School email address. It is imperative to check this email account daily.

DECLARATION AND CONDITIONS – terms and conditions

Information received on this application form will be solely used to assess suitability for the Bursary scheme. If your application is successful, further information will be sent confirming the details of the outcome.

If students do not agree with a decision made they should see Mrs Lawrence – Head of Sixth Form within two weeks of the decision, providing appropriate evidence. Following this, if students still do not agree with the decision made, a formal appeal in writing may be made. If students are not happy with the way their request for bursary support has been handled they should follow the School's complaints procedure.

If at any time the claimant leaves St Alban's Catholic High School, payment of the sustained bursary will automatically cease and the full amount will no longer be paid. Payment will be calculated on a pro-rata basis up to the date of leaving.

St Alban's Catholic High School is committed to supporting all students in maximising their potential and achieving their aspirations. In particular the College recognises that some students face financial challenges and accordingly administers the 16-19 Bursary Fund, in line with Government guidelines. In return for awards from this fund students are required to commit to their School life and the School regards attendance as a key factor in student's chances of succeeding.

Privacy Notice

The information that you provide on this form will be used to assess your eligibility for a 16-19 Bursary and make payments. This information may be shared with the Education Skills Funding Agency for England. All documentation associated with Bursary applications will be retained and stored for 6 years. When this period has lapsed all personal data will be destroyed securely. St Alban's Catholic High School is registered as a Data Controller.

I Understand That

- If I leave School I will not be eligible to receive further payments and may need to repay a proportion, or in exceptional cases all of the money paid to me as part of this scheme.
- I am not allowed to receive award payments at the same time as any other government training or learning allowance (this does not include *Income Support*).
- The information I have given may be shared with the Education Skills Funding Agency, for the purpose of checking applications and/or the prevention of fraud.
- I have read and agree to the Terms and Conditions of the Award Scheme above.
- I must notify School of any changes in my circumstances and details. I will not normally be expected to repay an award, but my entitlement to further payments may be affected.
- If you give false or incomplete information, you may be prosecuted.

I confirm that I have read and understood these questions and the Privacy Notice above. I declare that the information given on this form is correct and complete to the best of my knowledge and belief

Signature of parent/carer: _____

Signature of student (Claimant): _____

Date of Application: _____

By signing this form you are agreeing to the terms and conditions of the 16-19 Bursary Scheme run by St Alban's Catholic High School

Please return application and evidence to St Alban's Finance Office.