



Ingfield Manor School  
Ingfield Manor Drive  
Five Oaks  
Billingshurst  
West Sussex  
RH14 9AX

01403 782294

Ingfield.manor@ambitoeducation.co.uk

Principal: Mrs Nicola Dodds

## 16-19 Discretionary Bursary Application Form 2023-2024

FOR OFFICE USE ONLY
Date form received
Evidence received
Authorised
Date

### Eligibility Criteria (as detailed in 16-19 Bursary Fund Policy)

To be eligible to apply to this fund you should:

- ✓ Be at least 16 and under 19 on 31 August 2023
- ✓ Be enrolled on a course at Ingfield Manor 6<sup>th</sup> Form
- ✓ Require financial help to enable you to attend 6<sup>th</sup> Form

In assessing any application for a discretionary bursary, we will consider:

- Level of household income
- Distance to travel between your home and Ingfield Manor School
- The number of dependent children in your household
- The requirements of your study programme
- Whether you have additional responsibilities that may mean you need extra help

Students who do not satisfy any of the criteria listed above, but who are able to demonstrate financial hardship arising from other reasons, may apply for a discretionary bursary.

**Important Note – Eligibility to this fund does not guarantee an award. Allocation of funds are subject to budget availability.**

## **PART A: Section 1 – Personal Information**

### **Student Details**

Please enter below the name of the student the claim is for who is over 16 and in full time education:

<b>Forename</b>		<b>Surname</b>	
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<b>Date of birth</b>	
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### **Parent/Guardian Details**

<b>Surname</b>		<b>Forename</b>	
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<b>Date of birth</b>	
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<b>National Insurance Number</b>		<b>Or NASS Number</b>	
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<b>Home Address</b>			
		<b>Postcode</b>	

<b>Home Tel No</b>		<b>Mobile No</b>	
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<b>Relationship to student</b>	
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## **PART B: ELIGIBILITY CHECK**

### **Discretionary Bursary:**

**Students aged 16 (as at 1<sup>st</sup> September 2023), 17, 18 or 19, enrolled in Ingfield Manor School 6<sup>th</sup> Form:**

**Please provide details of the reason for your financial hardship. In assessing your application, we will consider:**

- **Level of household income**
- **Distance to travel between your home and Ingfield Manor School**
- **The number of dependent children in your household**
- **The requirements of your study programme**
- **Whether you have additional responsibilities that may mean you need extra help**
- **Other reasons for financial hardship**

**We may ask to see evidence to support your application.**

**PART C: ADDITIONAL INFORMATION**

Please specify what the bursary is required for

**Please Note: Receipts will be required for items purchased with any bursary fund awarded.**

**If Bursary award is agreed payment will be made via bank transfer:**

**Bank Account Details:**

**Account Name** \_\_\_\_\_

**Sort code** \_\_\_\_\_

**Account Number** \_\_\_\_\_

**PART D: DECLARATION**

I certify that the information given by me regarding income/benefits is correct to the best of my knowledge and belief.

It will not be shared with any other parties.

I will inform Ingfield Manor immediately if I no longer receive the qualifying benefit or if any of my personal details (i.e., address/name) change.

**If a bursary award is granted, evidence for purchases made will be required such as receipts for clothing, equipment or paid invoices for transport etc.**

Signature of Applicant  
(By or on behalf of)

\_\_\_\_\_

Date

\_\_\_\_\_

**Please return completed forms to:**

**Annette Smith  
Ingfield Manor School  
Ingfield Manor Drive  
Five Oaks  
Billingshurst  
West Sussex. RH14 9AX**

**If you require help or advice regarding your application, please contact:**

**Annette on 01403 782294 or [annette.smith@ambitoeducation.co.uk](mailto:annette.smith@ambitoeducation.co.uk)**