



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 Bursary for Young People in Vulnerable Groups 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 in financial need, at least 16 years old but under 19 years old on 31 August 2023, enrolled on a course at Ingfield Manor 6th Form and meet 1 of the following 4 criteria:

- ✓ In care;
- ✓ A care leaver;
- ✓ Receiving Income Support (IS) or Universal Credit (UC) because you are financially supporting yourself, or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or
- ✓ Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIPs) in your own right, as well as Employment and Support Allowance (ESA) or UC in your own right

You are entitled to apply for up to £1200 per year. When calculating the amount you will receive, your case will be looked at on an individual basis and the outcome based your particular needs. You will only receive the amount you actually need to participate in your education.

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:

Forename		Surname	
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Date of birth	
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Parent/Guardian Details

Surname		Forename	
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Date of birth	
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National Insurance Number		Or NASS Number	
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Home Address			
		Postcode	

Home Tel No		Mobile No	
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Relationship to student	
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PART B: ELIGIBILITY CHECK

16-19 Bursary for Vulnerable Young People

For students at least 16 years old but under 19 years old on 31 August 2023, enrolled in Ingfield Manor School 6th Form:

You must provide the following evidence to support your application (please tick those which are applicable):-

- ❖ for students who are in care or a care leaver, written confirmation of your current or previous looked-after status from the relevant local authority. This can be a letter or an email but must be clearly from the local authority.
- ❖ for students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in your name/confirm you are entitled to the benefits in your own right. The evidence must not state any conditions that prevent you from participating in further education or training. For students in receipt of UC, we must also see a tenancy agreement in your name, a child benefit receipt, children's birth certificates, utility bills etc
- ❖ for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of your UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided

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 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	
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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