



**Part 4: Bursary Application** – please indicate the bursary that is most relevant to your circumstances.

**Category 1: Vulnerable Bursary of £1,200 per annum**

If any of the following circumstances apply to you, please tick the appropriate box:

- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 in receipt of Income Support, or Universal Credit in place of Income Support, in your own right
- You are 16-19 in receipt of Employment and Support Allowance or Universal Credit and disability Living or Personal Independence Payments in your own right
  
- I confirm that I wish to apply for a Category 1 (Vulnerable Bursary) of £1,200 per annum**

You can now move on to Part 5 of the form and tell us about the support that you require

**Category 2: Access to Sixth Form Promise**

If any of the following circumstances apply to you, please tick the appropriate box:

- You qualified for the Pupil premium Grant in Year 11  
***By ticking this box you are giving permission for us contact your previous school if you are joining TGS.***
  
- You are in receipt of Free School Meals (FSM) at any point in your Sixth Form studies  
***You do not need to provide additional evidence as the School has records of your FSM status.***
  
- I confirm that I wish to access the TGS Sixth Form Promise.**

You can now refer to the TGS Sixth Form promise to see the support that is provided and how to access it.

**Category 3: Discretionary Bursary**

If any of the following circumstances apply to you, please tick the appropriate box:

Type of Income	Evidence Required
<input type="checkbox"/> Your gross household income is less than £30,000 per annum	Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips. If self-employed, provide audited accounts or official tax return
<input type="checkbox"/> Income Support	Most recent award letter
<input type="checkbox"/> Working Tax Credit / Child Tax Credit	Pages 1-4 of your most recent Tax Credit Award
<input type="checkbox"/> Income-based Employment and Support Allowance (ESA)	Most recent award letter
<input type="checkbox"/> Universal Credit	Most recent award letter
<input type="checkbox"/> Other Benefits/Pensions (specify)	Most recent award letter

You can now move on to Part 5 of the form and tell us about the support that you require.

## Part 5: Support Requested

The Education & Skills Funding Agency does not recommend that large or lump sum bursary payments are made to students.

The School follows this advice and therefore offers individual support as outlined below.

Please complete the table below to indicate how you wish to receive your bursary funding, if approved

Type of support requested	Tick if requested	Amount £
<p>Support towards the cost of travel (the amount of support will be assessed on an individual basis).</p> <p><i>Please tick how you travel to school and provide details as requested below:</i></p> <p><input type="checkbox"/> By Bus</p> <p><input type="checkbox"/> By train</p> <p><i>If by train, please provide details of the most cost-effective option including student railcard discount:</i></p> <p>Station: _____</p> <p>Cost per day with railcard discount x 185 days: £ _____ <i>(assumes 100% attendance over 185 school days in a year)</i></p> <p>Equivalent annual season ticket price: £ _____</p> <p>Please enter the amount for the most cost-effective option in the right-hand column.</p>		£
<p>Uniform Costs – <b>Max £100</b></p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
<p>Stationery/Equipment <b>Max £50</b></p> <p><i>(Please enclose receipts/evidence of costs if already purchased)</i></p>		£
<p>Books required as part of the IB curriculum</p>		£
<p>Calculator as required for the IB Maths course</p>		£
<p>University-related Trips <i>(please enclose details of university, receipts/evidence of costs)</i></p> <p><input type="checkbox"/> University Open events/Offer Holder Days (maximum 2)</p> <p><input type="checkbox"/> University Interview Visits (maximum 5)</p>		
<p>Curriculum-related Trips <i>(Please provide details below):</i></p>		£
<p><b>Total Support Requested</b></p>		£

**Part 6: Student Payment Details (BACS)**

Name of Bank	
Bank Branch	
Account Holder's Name	
Account Number	
Sort Code	

**Part 7: Declaration***Please Tick:*

- I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.
- GDPR consent: I agree to the school using the above data to assess my application and if successful make payments to me. (This form and associated paperwork will be shredded three years after a student leaves the school).

Signature of student	
Signature of parent	
Date	

**Remember:**

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence, please contact the Finance Office to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

**Please return this form to the School Office marked '16-19 Bursary Fund' or post to:**

TGS 16-19 Bursary Fund  
 Tonbridge Grammar School  
 Deakin Leas  
 Tonbridge  
 Kent  
 TN9 2JR

If you need any additional information, help completing the application form or further support, please contact the Finance Office, in confidence.

**For Office Use Only:**

Form checked by:		Date:	
<input type="checkbox"/> Category 1 Vulnerable Bursary <input type="checkbox"/> Category 2 Sixth Form Promise <input type="checkbox"/> Category 3 Discretionary		Total Bursary Granted: £_____	
Approved by:		Date:	