



Westcountry Schools Trust

Callington Community College

16 – 19 Bursary Application Form 2025-2026

INTRODUCTION

- PRIOR TO COMPLETING THIS FORM, PLEASE READ THE INFORMATION BOOKLET & GUIDANCE NOTES.
- THE BURSARY COMMITTEE WILL NEED TO HAVE EVIDENCE OF ENTITLEMENT BEFORE APPROVING APPLICATION.
- PLEASE COMPLETE THIS FORM IN CAPITALS AND IN **BLACK OR BLUE INK**

PLEASE ENSURE YOUR BURSARY APPLICATION IS COMPLETE WITH ALL RELEVANT, ORIGINAL SUPPORTING EVIDENCE BEFORE SUBMITTING IT.

Student Details

Title:		Forename(s):		Surname:						
Preferred Forename(s):										
Tutor Group		Date of Birth:	D	D	M	M	Y	Y	Y	Y
Home address and postcode:										
Mobile Number:										
Email address:										
Have you been resident in the UK for more than 3 years? Yes / No										

Courses being taken in Sixth Form

Category of bursary being claimed

Please refer to the Guidance Notes and tick as appropriate. All supporting evidence must be submitted in original format, with this application.

(Please tick as appropriate)

V1		Young person in Care/Care Leaver/ Student receiving financial support in own name as per guidance.
D1		In receipts of Free School Meals and/or household income up to £26,200.
D2		Household income between £26,23012 to £30,500.
D3		Exceptional circumstances. A supporting letter and evidence of household income will be required.

Supporting Evidence

V1 – See guidance notes for further details of evidence required to support claim

Are currently in care (as defined by social services)	
Are leaving or have recently left care	
Are in receipt of Income Support or Universal Credit in their own name	
Are disabled and in receipt of Disability Living Allowance or Personal Independent Payment in your own name and Employment Support Allowance or UC in own name.	

D1, D2 & D3 - See guidance notes for further details of evidence required to support claim

Evidence	Tick those which apply	Details of evidence required (originals please)
Income Support		An award letter which is less than three months old on the date of application
Working Tax Credit		Pages 1-6 of the current year Tax Credit Award (i.e. 6 April 2024 – 6 April 2025)
Income-based Employment and Support Allowance (ESA)		An award letter which is less than three months old on the date of application
Universal Credit		The last three months awards statements
Other Benefits/Pension (specify)		An award letter which is less than three months old on the date of application
Earned household income with no additional benefits (D3 only)		Include last three months of household wage slips & a supporting letter for this application.

D3 – Additional information needed

<p>Exceptional Circumstances</p> <p>Please enclose a supporting letter detailing:</p> <p>(i) Where your financial circumstances are providing barriers to completing your course.</p> <p>(ii) How a bursary award will support your continued studies /education. You should include details of how additional funding will allow you to meet the costs of items such as: Essential books and equipment Transport / Meals / Additional course costs, e.g. trips / Accommodation / Entrance exams / Other items</p> <p>(iii) Please provide an estimate of the costs of the items you need. You may be asked to provide evidence of expenditure.</p>
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Use of Bursary Funds

Please indicate in the table below how the Post 16 Bursary award will support your continued studies/education – see guidance section below for further details.

Type of support	Further details and/or Estimated expected cost (£)	Student to purchase upfront and claim back with receipts to the Sixth Form Office	Order via C6	Payment in Kind
Transport to/from college				
Study Books				
Course Fees				
Curriculum Trips				
Food Allowance				
Equipment				
IT equipment (See guidance notes)				
Uniform/clothing for vocational courses				
UCAS registration				
University Open Days/interview costs				
Other (please specify)				

Guidance

Type of support

Please indicate in the 'Further Details' column whether you wish to claim for costs, by following the guidelines below:

- **Transport** – please an expected value of what this will cost. Depending on the individual school/travel arrangements, this will either be paid to the relevant organisation directly or to the student to then make onward payment.
- **Study Books** – please provide an expected value of what these will cost.
- **Course Fees** - please provide an expected value of what these will cost. These costs will be paid on your behalf (payment in kind).
- **Curriculum Trips** – please provide an expected value of what these will cost. These costs will be paid on your behalf (payment in kind).
- **Food allowance** – the value of this will depend on your school. Please indicate in the 'Further Details' column if you wish to claim for this and the school will calculate the amount to be allocated. This will then be added directly to your catering account by the school (payment in kind). If you receive Free School Meals, please confirm this.
- **Equipment** - please provide an expected value of what this will cost and provide further detail as to what equipment will be purchased. Please refer to the guidance about this below.
- **IT equipment** - please provide an expected value of what this will cost and provide further detail as to what IT will be purchased. Please refer to the guidance about this below.
- **Uniform/clothing for vocational course** - please provide an expected value of what this will cost and provide further detail as to what clothing will be purchased.
- **UCAS registration** – please advise if this is something you will need support with (payment in kind).
- **University open days / interview costs** - please provide an expected value of what this will cost and provide further detail as to what this will include. For example: Train, Travel, accommodation etc.
- **Other** - please provide details of what you might need support with and an expected value of what this will be.

A reconciliation of funding paid and costs incurred will take place at the end of the academic year. Any unspent funds may be recovered at this point.

The maximum claim for a single item is capped at £500. A claim for any single item above £500 would require a written request, to the Sixth Form Office for their consideration.

Payment type options:

Student to make the purchase and claim back on production of receipt

You are expected to keep and provide receipts for all items purchased directly by you. These receipts should match the value of bursary funding awarded. **Copy of receipts should be submitted to the Sixth Form Office on the third Monday of every month in a clearly marked envelope with your full name on it.**

Order via school

If you would like Sixth Form to purchase a specific item on your behalf, please provide the exact details of the item and where it can be purchased from and this can be paid for directly from your bursary award.

Payment in kind

This will include all items that can be paid for on your behalf e.g. course fees, food allowance, curriculum trips and transport (depending on the individual school arrangements) etc.

Purchase of IT and equipment

Please be aware that a condition of the bursary fund is that IT and other equipment with a value over **£100** must be returned to the College when you have completed your study programme.

Please complete and return this form to the Sixth Form office by Monday 15th September 2025 with the relevant original supporting evidence attached. This will be photocopied and the original copies returned to you as quickly as possible.

I agree that the evidence provided in support of this application is correct and complete to the best of my knowledge and belief.

I confirm that I have read and understood the guidance and criteria for the Post 16 Bursary fund and I am not in receipt of a Post 16 Bursary from another provider.

I confirm that I will only spend my bursary allowance on items detailed on my approved application form.

I understand that if I am awarded the 16-19 Bursary, this will be for the 2025-2026 Academic Year only. Year 12 students you will need to submit a new application for the 2026-2027 Academic Year and there is no guarantee that the monetary reward will be the same as the previous year.

If my circumstances change, I will inform C6 - CALLINGTON COMMUNITY COLLEGE immediately and understand that this may affect future payments.

Signed (Student): _____

Print Name (Student): _____ **Date:** _____

Signed (Parent/Carer): _____

Print Name (Parent/Carer): _____ **Date:** _____

For Office Use only:

Application received (date):

Supporting evidence supplied:

Supporting evidence returned: Yes / No

Category claimed: V1 / D1 / D2 / D3

FSM: Yes / No

Transport being claimed for: Yes / No

Application approved: Yes / No

Date:

Amount awarded: £

Bank details provided: Yes / No

Contract and Agreement signed and returned: Yes / No

Additional Comments/Information: