

St Wilfrid's Catholic School

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Headteacher: Michael Ferry BEd (Hons) MA NPQH

Diocese of Arundel & Brighton and West Sussex County Council

Discretionary Bursary Application Form – 2019-2020

Course of study	
Name	
Date of Birth:	
Address:	
Annual Household Income (Please see below for evidence required)	

If a student is eligible for a discretionary bursary, they can then request assistance with the costs associated with their course of study i.e. books, equipment and school trips. However, it should be noted that the school has a limited "pot" of money for such requests, so no guarantee can be made as to the precise amount of assistance available. Payments by bank transfer will be made in arrears every half term, based on **95%+ attendance and compliance with Sixth Form regulations as set out at the start of the academic year in the 6th form student handbook.** Students will need their own bank account as BACS payments are made payable to students and not parent/carers.

General Data Protection Regulation Act 2018

In accordance with our responsibilities under the General Data Protection Regulations Act, you should be aware that the personal information you choose to provide will be held on a computerised system. It will not be passed to any person or organisation outside WSCC except as detailed below in relation to funding providers. St Wilfrid's Catholic School will not sell or rent your personal information to anyone.

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available.

Declaration

I confirm that all the supporting evidence I have provided is correct and complete to the best of our knowledge and belief. I am aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

I understand and agree to the terms and conditions of the bursary payments made by St Wilfrid's Catholic School.

Signature of student: Date:

Signature of Parent/Carer: Date:

Required evidence

Please attach photocopies of all pages of the 2019/20 Benefit letter or TC602 tax credit awards document. The following list is a guide to the confirmation required:

Income Support /Income Based Jobseekers Allowance/Universal Credit:

Please send a letter signed by the Department for Work and Pensions or Job Centre Plus supporting the amount you have written.

Child Tax Credit with an annual Inland Revenue assessed income of less than £16,190

A photocopy of the most recent letter received which details the name of the person receiving the benefit, the date and the amount.

Income Related Employment & Support Allowance

A photocopy of all pages of your 2019/20 Tax Credits Award Notice.

- **Working Tax Credits and Child Tax Credits award/notification letter. (MAIN DOCUMENT REQUIRED)**
- Department of Work and Pensions decision letter for: Income Support, Universal Credit, Jobseekers Allowance Employment Support Allowance, Disability Living Allowance
- State retirement pension award letter
- Private or other pensions award letter

Please return application form and supporting paperwork to the Finance Office.