



16 to 19 Bursary Fund Policy Application Form 2026-27

Personal Details

Learner's Name	
Learner's Date of Birth	
Parent/Carer's Name	
Address	
Postcode	
Telephone Number of Parent/Carer	
Email Address for Parent/Carer	

Details of Costs You Require Support to Cover

Please detail the essential costs that you require help with (eg. uniform, equipment, transport, trips and other essential course related costs)

- *If you are requesting support for transport please indicate how the learner travels to school and the cost of that transport.*
- *Bursary support will usually be paid in kind rather than cash. Where bursaries are used to reimburse expenses already paid for, receipts will be required.*



Supporting Evidence

Most people applying will be eligible for the **Discretionary Bursary** which is based on having a low household income. To apply for the **Vulnerable Bursary** you would need to meet the government criteria for one of the identified groups. Please complete the appropriate evidence section below.

Discretionary Bursary

If you received the bursary last year please complete the statement below

Has your household's financial situation changed since your bursary application last year?	Yes/No
--	--------

If you answered 'no' you will not need to provide further evidence.

If you answered 'yes' please complete the evidence section below.

Evidence for new applications or where household circumstances have changed:

Please indicate the type of evidence of low household income that you are providing and attach it with this form. We can photocopy your documents and return the originals or you can take a photo on your phone and email the evidence to accounts@thriftwoodschoo.com

The evidence I have provided to support my application is...	
(Eg. Letter from Essex County Council showing you have been given the reduced taxi cost rate, an appropriate Benefit Statement or similar – see the bursary policy for further guidance)	
I have attached my evidence to this form (please tick if appropriate)	
I have emailed my evidence to you (please tick if appropriate)	
No other income or financial support is available from another household to support the learner (please tick if appropriate)	

Vulnerable Bursary

Please tick the relevant group the learner is part of:

In Care	
Recent Care Leaver	
Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner	
Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right <u>as well as</u> Employment and Support Allowance (ESA) or UC in their own right.	

We will then contact you to agree the evidence required for this.



Declaration and Consents

Please read and sign the declaration below:

- I agree to my application being assessed by the bursary allocation panel
- I understand that if I / my child stops attending or changes provision the bursary will be withdrawn and they may be requested to return equipment or any cash awards they have received
- The information given is, to my knowledge, true and correct and Thriftwood College may seek to confirm any details I have given

Data Protection

I understand that:

- The data contained on this form will be held on file for seven years in accordance with our documentation retention guidelines
- Thriftwood College may make enquiries about the validity of the information provided on this form from other central and / or local government bodies, as deemed appropriate.

I hereby consent to the disclosure of any information requested in relation to this application in accordance with the Data protection Act 2018.

Thriftwood College has a duty to protect the public funds it administers and to this end may use the information provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Signature of Parent / Carer		Signature of Learner	
--------------------------------	--	-------------------------	--

Applications should be submitted to Rebecca Whittington, Interim Business Manager. Please return paper copies of the form via the college office or alternatively email to Rebecca.Whittington@thriftwoodschoo.com

Please Note:

For learners who will be in the college's Post-16 provision in September 2026, applications should be received by **30th September 2026**. Applications received after this date will be considered on an individual basis subject to need and availability of funds.