Creative Education Trust

16 19 BURSARY FUND APPLICATION FORM
ACADEMIC YEAR 2026~~65~~-2~~76~~

Please read the 16 to 19 Bursary Fund Statement before completing this form.

All applications will be held in the strictest confidence

We encourage students to submit their applications at the start of the September term, however the closing date for application is Friday ~~17th~~ 16th October ~~2025~~2026.

Section 1: Applicant Details (Student)

Title:		First Name:		Last Name:	

Address:	
Post Code:	
Home Tel No:	
Mobile Tel No:	
Email Address*:	

*We will use your e-mail address to send all correspondence to you – please ensure this is included

Date of Birth:	
Age as at 31st Aug ~~2025~~2026:	
Tutor Group:	
Studies studied (please list):	
Email Address*:	

Section 2: Residency

Please tick the appropriate box:

British Citizen		EU / EEA Citizen	
Asylum Seeker		Refugee	
Indefinite Leave to Remain		Other (please Specify)	

Have you been resident in the UK or EU / EEA for the last 3 years?

Yes	
No	

Section 3: Residential Status

Who do you live with? Please tick all boxes that apply:

Mother		Father	
Parent's spouse/partner		In care/looked after	
Foster parents		On my own	
Other: please give details			

Section 4: Student's Eligibility/Supporting Documents

Please complete **either** Part A or Part B below:

Tick the box applicable in the Part you complete and note the documents needed to support the application.

The supporting documents must be enclosed with the application form.

If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss possible alternatives.

Part A: Vulnerable Bursary

Please tick only 1 box, then go to Section 6

Eligibility Criteria	Tick	Supporting Documents needed
Young people in care or care leaver		Letter or email from care home/social worker/local authority
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right		Supply one or more of the following: • Copies of the benefits paperwork • Last 3 months universal credit award notice
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right		Supply one or more of the following: • Copies of the benefits paperwork • Last 3 months universal credit award notice

Part B: Discretionary Bursary

Please tick the relevant boxes, then go to Section 5

Eligibility Criteria	Tick	Supporting Documents needed
Young people who are claiming, or are eligible to receive free school meals		Please supply one or more of the following: Copies of the benefits paperwork • Last 3 months universal credit award notice • P60 (tax year ending April ~~2025~~2026) or the last 3 months pay slips • Evidence of self-employed earnings (certified accounts for ~~2024~~2025/~~25~~ 26 tax year)

Young people whose household whose gross annual household income is below £25,000 (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working or money earned by the student themselves from part-time employment)		Please supply one or more of the following: Copies of the benefits paperwork • Last 3 months universal credit award notice • P60 (tax year ending April ~~2025~~2026) or the last 3 months pay slips • Evidence of self-employed earnings (certified accounts for ~~2024~~2025/~~25~~ 26 tax year)
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact the Principal in confidence for advice

The supporting documents will be stored securely and will only be used for the purpose of assessing eligibility for the Bursary Fund. Documents will be retained for six years in line with DfE guidance.

Section 5: Discretionary Bursary - types of awards available

Awards for the Discretionary Bursary are shown below. Please tick the relevant boxes if you feel that one of more of the categories may be relevant to you. You may not have the full details to hand now, but you will be able to give more details later.

Depending on individual circumstances, costs may be provided in full for the bursary or you may have to pay a contribution yourself. Where possible, the School will make payments 'in kind'– provide a travel pass, buy equipment, clothing or books, provide vouchers or credits for food, on behalf of students or arrange payment for educational visits, for example. The School may ask that books and equipment be returned to the school at the end of your study programme so that they may be used again.

Where payments are made to students to reimburse expenditure, students must provide copies of purchase receipts as proof of purchase, these will be held on file and payments will be made by BACS.

Category	Tick	Further Details – including estimated costs where relevant (with evidence where available)	
Travel to/from Sixth Form		Method of transport	
		Distance between Sixth Form & home	
		If bus, please confirm bus route/bus operator	
		Expected cost of travel pass	
Free School Meals / Breakfast Club			
Food vouchers / credits			
Books for the subject you are studying (please detail the books required)			
IT/specialist equipment/materials/clothing for subjects studied			
Subject-Specific Educational Visits (A contribution of a maximum of 50% from bursary will be awarded unless there are exceptional circumstances authorised by the Principal. One residential trip will be subsidised per year.)			
Exam Re-sit Fees			
UCAS Application, University Interviews/Open Days, Preparation courses			
Other educational needs (please give details) e.g. financial contribution towards the dress code			

Section 6: Bank Details

In the majority of cases, successful applicants will receive an award ‘in kind’ in the form of a bus pass, contribution towards meals, or help with educational visits, for example.

Where payments are made to students to reimburse expenditure, students must provide copies of purchase receipts as proof of purchase, these will be held on file and payments will be made by BACS transfer into the student’s own bank account.

Please insert the details below:

Account Holder Name as shown on statement (this must be in the student’s name)	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

Section 7: Declarations

Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Student Declaration: I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped and the Sixth Form will seek repayment of payments made. The matter may also be referred to the Department for Education and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect my eligibility for the Bursary. By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave the Sixth Form or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.			
Signed:			
Full Name (in capitals):		Date:	

Parent/Carer Declaration: I declare that all information I have provided in support of this application for the Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the College will seek repayment of payments made. The matter may also be referred to the Department for Education and/or the police, with the possibility of facing prosecution. I undertake to notify the Sixth Form in writing of any changes to the information provided, which may affect the eligibility for the Bursary. By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the student named on this form leaves Sixth Form or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the Sixth Form may withhold payments.			
Signed:			
Full Name (in capitals):		Date:	

Submission of the Application Form

Please return the completed application form and all supporting documents in an envelope marked ‘Bursary Application’ to the Head of Sixth Form.

The application form can be submitted by post or in person

If you make an appeal against a decision, it will follow the School normal complaints procedure.

For help or advice, please contact the Head of Sixth Form.

FOR OFFICE USE ONLY:

Applications should be assessed using the DfE 16 to 19 bursary checklist.