



**16-19 Discretionary Bursary Fund  
Application Form 2023-2024**

**Section 1: Applicant Details (Student)**

Title	
First Name	
Last Name	
Address	
Home Telephone No.	
Mobile Telephone No.	
School email address	
Date of Birth	
School Year (12 or 13)	

**Section 2: Residency**

Please tick appropriate box

Yes      No

Have you been a resident of the UK or a national of any EU country for the 3-year period preceding your course start date?	<input type="checkbox"/>	<input type="checkbox"/>
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*If 'No' please contact the school for advice*

**Section 3: Residential Status**

Who do you live with? Please tick appropriate box

	<input type="checkbox"/>
Parents/Carer	<input type="checkbox"/>
On my own	<input type="checkbox"/>
Other, please give details	<input type="checkbox"/>

## Section 4 Finances

Please state if your household is in receipt of any of the following, select appropriate and provide copies of relevant award notice).

Tax Credits	Copy of award letter required
Working Tax Credits	Copy of award letter required
Job Seekers Allowance	Copy of award letter required
Disability Allowance	Copy of award letter required
Income Support	Copy of award letter required
Guaranteed Pension Credit	Copy of award letter required
Self employed (£30k or under income pa)	Evidence of self-employed earnings (certified accounts for 21/22 tax year)

Please state if you had Free School Meals in Year 11	Yes/No
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## Section 5: Discretionary Bursary

### Discretionary Bursary – types of award available

Awards for the Discretionary Bursary can be given to provide resources for the student's education. This can include:

- Travel to/from school
- Text Books
- Equipment and materials
- Educational Visits
- Exam re-sit fees
- UCAS and university application expenses
- Free School Meals

State values of items you wish to include in your application and provide supporting evidence of cost where possible.

School Meals – this will be put on to your canteen fob automatically	£
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Transport to/from school – where possible a travel card will be purchased directly from KCC	£
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Travel cost for university visits (max 3 visits) – where possible the school will purchase the travel cards directly	£
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Books/stationery/equipment – the school will purchase the equipment requested	£
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Other – state any other financial assistance requested that does not fall under the above categories	£
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### Section 6: Student Bank Details

Where monetary payments are made, these will be deposited by BACS transfer into the student's own bank account. Please provide student bank details below:

Account holder name (student)	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

### Section 7 GDPR Consent

By signing this form, you are agreeing to the school using the above data to assess your application and if successful make payments to you. This form and associated paperwork will be shredded three years after your child leaves the school. If you have any concerns regarding this please do advise Mrs Bryant.

Signed (parent)..... Date.....

Signed (student)..... Date.....

## Section 8: Declarations

### Student Declaration:

I declare that all information I have provided in support of this application for the Oakwood Park Grammar School 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 school will seek repayment of payments already made. The matter may also be referred to the EFSA and/or the police with the possibility of facing prosecution. I undertake to notify the school in writing of any changes to the information provided which may affect my eligibility for the Bursary.

By signing this declaration, I can confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason I leave OPGS or fail to abide by the rules and expectations as outlined in the Sixth Form handbook I undertake to return the award upon request and I understand that the school may withhold payments.

Signed ..... Date .....

Full name (in Block Capitals) .....

### Parent/Carer Declaration:

I declare that all information I have provided in support of this application for the Oakwood Park Grammar School 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 school will seek repayment of payments already made. The matter may also be referred to the EFSA and/or the police with the possibility of facing prosecution. I undertake to notify the school in writing of any changes to the information provided which may affect my eligibility for the Bursary.

By signing this declaration, I can confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the learner named on this form leaves OPGS or fail to abide by the rules and expectations as outlined in the Sixth Form handbook I undertake to return the award upon request and I understand that the school may withhold payments.

Signed ..... Date .....

Full name (in Block Capitals) .....

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to:

**The Finance Office  
Oakwood Park Grammar School  
Oakwood Park  
Maidstone  
Kent ME16 8AH**

The application can be submitted by post or in person  
The School Business Manager and the Director of Sixth Form will only see the application form. If you make an appeal against the decision, the Head Teacher may also see your application form.

If you need any further information or assistance, please contact the Finance Office [finance@opgs.org](mailto:finance@opgs.org) or Mrs Bryant, School Business Manager [sbryant@opgs.org](mailto:sbryant@opgs.org)