



Young Person Details

[illegible]

Income details of Adult(s) responsible for Young Person

Name(s) of adult(s) responsible for the young person applying for Bursary Fund:

.....

.....

NATIONAL INSURANCE NUMBER

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Your son/daughter may be entitled to a Bursary Fund if you receive any of the following:

Please tick relevant box	
Are you (the responsible adult) in receipt of:	i) Income Support <input type="checkbox"/>
	ii) Income-Based Jobseeker's Allowance (IBJSA) <input type="checkbox"/>
	iii) Income-related Employment and Support Allowance <input type="checkbox"/>
	iv) Support under part VI of the Immigration and Asylum Act 1999 <input type="checkbox"/>
	v) Child Tax Credit, provided that parents are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £27,500 <input type="checkbox"/>
	vi) Guarantee Element of State Pension Credit <input type="checkbox"/>
	vii) Confirmation from the Local Authority of entitlement to Free School Meals (FSM) <input type="checkbox"/>
	viii) Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit <input type="checkbox"/>
	ix) Universal Credit <input type="checkbox"/>

If not in receipt of any of the above please provide the following evidence of income:

P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for year. ☐

Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2023). The income will be shown as Total for year. ☐

How many dependent children do you have in the household?

Do you have unearned income? Yes No
If yes could you please give details of any savings, shares/investments, rental income etc.)

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.....

IMPORTANT YOU MUST PROVIDE EVIDENCE OF THE TYPE OF BENEFIT YOU ARE RECEIVING (See over for details).
The school must be informed when benefit ceases.

DECLARATION (by the responsible adult)

I certify that to the best of my knowledge the above information is correct. I agree that I will notify the school immediately, in the event that my child fails for any reason to attend the school for any part of any term in the period covered by the award, or in the event that he/she transfers to a school outside Southend-on-Sea Borough.

I understand the school may make appropriate enquiries to verify the above information.

Signed: Date

DATA PROTECTION ACT 1998 Personal data entered on this form may be held on computer files.

Privacy Notice – How we use your personal information Why do we collect personal information? The Grimsby Institute Group (The Institute) collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations. The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training. What personal information does the organisation collect? The Institute collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so, currently until at least 2025. How is this collected and stored? Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network. Who has access to data? Information will be shared internally, with any Institute staff who need access to the data to provide services to learners.

Where the Group engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the Group GDPR policies please visit <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

What rights do you have? As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at <http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

Please return this form along with evidence to Mrs Gallagher/Sixth Form Administrator

BURSARY FUND ENTITLEMENT

YOU CAN ONLY APPLY FOR A BURSARY FUND IF YOU ARE IN RECEIPT OF ANY OF THESE BENEFITS:

Income Support

Income-Based Jobseeker's Allowance (IBJSA)

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit (provided that parents are **not** entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue that does not exceed £27,500)

Guarantee Element of State Pension Credit

Working Tax Credit run-on paid for 4 weeks after stop qualifying for Working Tax Credit

Universal Credit

Students who receive any of the qualifying benefits listed above in their own right are also eligible to receive a Bursary Fund.

If parent(s)/guardian(s) are in receipt of Working Tax Credit children are not entitled to a Bursary Fund.

TYPES OF EVIDENCE REQUIRED

Letters: These must be less than **one month old** from JobCentrePlus or the Department for Work and Pensions. The letter must give the name, address and entitlement to IS, IBJSA or ESA(IR).

For Income Support and Personal Independence: A copy of most recent correspondence is acceptable evidence. It must clearly indicate Universal Credit or Personal Independence.

For State Pension Credit only: Parents will need to provide a 'Pension Credit M1000 Award Notice' as proof of entitlement. The 'How Pension Credit has been worked out for.....' section of the form clearly shows details of any Guaranteed Pension Credit.

Child Tax Credit only: Parents will need to provide an Award Notice (TC602) for the current year as proof of entitlement. The 'How Your Child Tax Credit has been worked out for.....' section of the form clearly shows details of any Child Tax Credit.