



The Rowan Schools

Student Name

Year Group

Office Use only 16-19 Bursary Checklist

Section Completed:

1, 2 or 3 (delete as appropriate)

Evidence or Receipts Attached

☐

Signed by student

☐

Signed by Head of School

☐

The Rowan Schools

16-19 Bursary Fund Application Pack 2025/2026

Section 1

You may apply for Tier 1 funding if any of the criteria below is relevant to you and are able to supply the supporting evidence.

- Living in care
- Have just left living in care
- Student in receipt of Income Support
- Student is disabled and receiving both Employment Support Allowance and Disability Living Allowance

Section 2

You may apply for Tier 2 funding if any of the criteria below is relevant to you and you are able supply the supporting evidence.

- Student in receipt of Free School Meals
- Parent/Carer in receipt of a means-tested benefit
- Students must have a household income of less than £38,500 (net) as assessed by HMRC

The amount of funding paid to students will be decided once all the applications have been received.

Section 3

A list of the evidence you or your parents/carers need to provide to support applications please tick.

Section 4

Plan for bursary funds – This section must be completed by all students. Students must plan for the year what costs relating to their studies they may need help with throughout the school year. If there are funds available, this can be amended through the year if necessary. Example – School trip necessary for their course/qualification, art supplies, school uniform essentials, scientific calculators (this list is not exhaustive). The Sixth Form Learning Mentor will go through this list with students before passing the application over to the Leadership team for approval.

Returning Applications

All bursary applications are to be passed to 6th Form Learning Mentor where they will be checked before being processed by the Leadership team.

If you have any queries please contact Miss L Hughes, PA to The Head of School via lhughes@rps.mvlt.co.uk

Section 1: Application for Tier 1 Funding

This form should be submitted with appropriate evidence and section 5 completed.

Student's name		Form
Student's date of birth		

I wish to apply for Tier 1 funding under the following criteria (*please tick the correct box*):

- ☐ I am living in care.
- ☐ I have just left living in care.
- ☐ I am disabled and receiving **both** Employment Support Allowance **and** Disability Living Allowance.

I attach to this form the following evidence to support my application (*please specify below*):

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I confirm that the details on this application and the evidence provided are true and accurate.

Student signature	
Parent/Carer name	
Home Address:	
Parent/Carer signature	
Date	

Evidence to support your application will be photocopied and treated in the strictest confidence.

Section 2: Application for funding (payments received every half term)

This form should be submitted with appropriate evidence and section 5 completed.

Student's name		Form
Student's date of birth		

I wish to apply for funding under following criteria (please tick the correct box):

- ☐ Live in a household where the combined household income is below £38500 per annum.
- ☐ Receive Free School Meals
- ☐ Parents receive means-tested benefits

I attach to this form the following evidence to support my application (<i>please specify below</i>):

I confirm that the details on this application and the evidence provided are true and accurate.

Student signature	
Parent/Carer name	
Home Address	
Parent/Carer signature	
Date	

Evidence to support your application will be photocopied and treated in the strictest confidence.

Section 3: Proof of Income/Benefit

Whatever you have declared in Section 1 or 2 must be provided as evidence in order for an assessment to be made.

Please tick the ones you are providing:

Type of income	Evidence required	Tick if supplying
Universal Credit Award Letter	Entitlement Award letter for Universal Credit	
Income Support Award Letter	Entitlement of Income Support Award	
Disability Living Allowance	Evidence of receipt of Disability Living Allowance or Personal Independence Payment award letter	
Free School Meals	School will have evidence of this on file	

Section 4 – Plan for allocation of funds

Predicted item	Reason for item	Predicted date	Predicted Cost
EXAMPLE – SCIENTIFIC CALCULATOR	NECESSARY PIECE OF EQUIPMENT FOR A-LEVEL MATHS	BEGINNING OF COURSE	£20

PLEASE NOTE – Final decision of fund allocation is decided by the leadership team. They are within their right to refuse fund allocation. Assessments are made on a case-by-case basis.