

COWES ENTERPRISE COLLEGE

16 to 19 BURSARY FUND APPLICATION FORM

Academic Year 2026-2027



The 16 to 19 Bursary Fund provides financial support to help students overcome financial barriers to participation in education.

There are two types of bursary available:

1. Vulnerable Student Bursary (Level 1)

Available to students who fall within one of the Department for Education's defined vulnerable groups.

2. Discretionary Bursary (Levels 2 and 3)

Available to students facing financial hardship who require support to remain in education.

Bursary support may be awarded towards essential educational costs, including:

- Travel to and from school or college
- Essential books and revision materials
- Specialist equipment or clothing required for study
- Educational visits or field trips essential to the course
- Examination or resit fees
- Other essential course-related costs

The bursary fund is not intended to provide financial support for general living costs, non-essential activities, counselling services, mentoring provision or other support normally provided by the school.

STUDENT DETAILS

Student Information	
Surname	
First Name	
Date of Birth	
Form Group	
Home Address	

Postcode	
Student Email	
Student Mobile Number	

Parent/Guardian Details

Parent/Guardian Information	
Name	
Email Address	
Telephone Number	

BURSARY TYPE APPLIED FOR

Please tick **one box only**.

☐ **Level 1 - Vulnerable Student Bursary**

Please indicate the reason for eligibility:

☐ Currently in Local Authority Care (excluding private fostering arrangements)

☐ Care Leaver

☐ Receiving Income Support or Universal Credit in own name because financially supporting themselves or themselves and a dependent

☐ Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) together with Employment and Support Allowance (ESA) or Universal Credit in own right

For Level 1 applications, please provide details of any supporting professional:

Name: _____

Organisation: _____

Contact Details: _____

☐ **Level 2 - Discretionary Bursary**

Student lives in a household where parent(s)/guardian(s) receive Income Support or Universal Credit and there is evidence of financial need.

☐ **Level 3 - Discretionary Bursary**

Student lives in a household with a gross annual household income below **£28,000**.

STUDY PROGRAMME DETAILS

Year Group:

☐ Year 12

☐ Year 13

Please list all subjects currently being studied:

Intended Progression Route:

☐ University

☐ Apprenticeship

☐ Employment

☐ Other _____

DETAILS OF SUPPORT REQUESTED

Please complete all sections. Applications cannot be assessed unless sufficient information is provided.

Item Required	Estimated Cost (£)	Reason Required for Study Programme
Travel to and from the Academy (Southern Vectis Student/Young Adult Freedom Ticket)		

Books / Revision Guides		
Essential Equipment		
Essential Field Trip or Educational Visit		
Examination / Resit Fees		
Laptop (where evidenced as essential equipment for participation)		
Other (please specify)		

Total Amount Requested: £ _____

Please explain how the support requested will help you participate in your education:

Please note that the College may request quotations, invoices or receipts to verify costs and expenditure.

STUDENT BANK DETAILS

Details	
Account Name	
Sort Code	
Account Number	
Bank Name	

Please note that the College may provide support in kind by purchasing approved items directly rather than making cash payments.

HOUSEHOLD INCOME INFORMATION

Please provide details of all income received by adults residing in the household.

Household Composition

Number of dependent children living in the household:

Annual Household Income

Income Source	Annual Amount (£)
Employment Income	
Self-Employment Income	
Universal Credit / Benefits	
Tax Credits	
Maintenance Payments	
Other Income	
Total Household Income	

SUPPORTING EVIDENCE CHECKLIST

Please tick all evidence enclosed.

- ☐ Three most recent Universal Credit Award Statements
- ☐ P60 for the previous tax year
- ☐ Three months' payslips for all adults in the household
- ☐ Evidence of self-employment income (Tax Return or Accountant's Letter)
- ☐ Child Tax Credit Award Notice
- ☐ Working Tax Credit Award Notice
- ☐ Income Support Evidence
- ☐ Maintenance Payment Evidence

☐ Other Supporting Evidence

Please specify:

Applications submitted without the required evidence may be delayed or declined.

ADMINISTRATION

Application Deadlines

- Applications should normally be submitted by **30 September 2026**.
- Additional applications may be considered throughout the academic year where circumstances change.

Assessment Process

Applications will be assessed by the Bursary Panel comprising:

- Head of Sixth Form
- Deputy Head of Sixth Form
- Finance Director

The Panel will consider individual financial circumstances, educational need and available funding.

Conditions of Award

Continued bursary support is subject to:

- Satisfactory attendance
- Acceptable punctuality
- Positive conduct
- Continued participation in the study programme

The College reserves the right to review, amend or withdraw bursary support where these conditions are not met.

Applicants who disagree with the outcome of their application may request a review by submitting additional evidence within 10 working days of receiving the decision.

DECLARATION

Please tick to confirm:

- ☐ I have read and understood the 16 to 19 Bursary Fund Policy.
- ☐ I understand that providing false or misleading information may result in the withdrawal of any award and may require repayment of funds received.
- ☐ I understand that bursary awards may be paid directly to suppliers or provided in kind.
- ☐ I understand that bursary support is subject to the College's Sixth Form expectations regarding attendance, conduct and engagement.
- ☐ I confirm that all information provided in this application is true and complete to the best of my knowledge.
- ☐ I understand that Cowes Enterprise College may verify information provided as part of the application process.

Data Protection

The information provided on this form will be processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The information will be used solely for the administration of the 16 to 19 Bursary Fund and will be retained in accordance with the College's retention schedule. Information may be shared, where legally permitted, with organisations responsible for administering public funds or preventing fraud.

Further details are available in the College Privacy Notice.

Should a student leave the College after receiving bursary support, the College reserves the right to recover any unspent funds or equipment purchased specifically for participation in the study programme.

SIGNATURES

Student Declaration

Student Signature: _____

Print Name: _____

Date: _____

Parent/Guardian Declaration

Parent/Guardian Signature: _____

Print Name: _____

Date: _____

Return Instructions

Please return the completed application form together with all supporting evidence:

By hand:

Reception, marked for the attention of

Mr R Marinelli, Finance Director - Bursary Applications

By email:

finance@cowesec.org

Applications will not be assessed until all relevant supporting evidence has been received.