

Part 4: Circumstances

If any of the following circumstances apply to you, please tick the appropriate box:

- You are 16-19, live independently and claim Income Support
- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 and a parent and receive Income Support
- You are 16-19 and receive Child Tax Credits
- You are a disabled student
- You are receiving Universal Tax Credits

Please indicate the help you require by ticking the appropriate boxes:

- Travel costs
- Essential course costs (books, trips, equipment, uniform materials etc.)
- Meal costs
- Other (please specify)

Please tick all boxes that apply to this application. Documentary evidence will be required to support the above requests.

If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returned to the College after use.

Part 5: Declaration of Residency

I declare that I have been a resident of the UK for at least 3 years

Signature of Pupil

Confirmed by School (*tick box*)

Part 6: Income Details (for Household)

Please indicate which of the following benefits/income you are currently in receipt of. Please send ONE of these as evidence of the household income.

Type of Income	Yes/No	Evidence required
A Income Support		An award letter which is less than 3 months old on the date of application
B Working Tax Credit/Child Tax Credit		Page 1-4 of your most recent Tax Credit Award
C Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
D Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
E Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
F Self-employed earnings with no additional benefits		Audited accounts or official Tax Return

G	Universal Credit		An award letter which is less than 3 months old on the date of application

Applications where Household Income exceeds £25,000 net per annum will not be considered for support under this scheme

Part 7: Payment details (BACS) Account must be in the sole name of recipient	
Name of Bank	
Account Holder's Name	
Account Number	
Sort Code	

Part 8: Authorisation by Head of Sixth Form	
Attendance	
Achievement	
Comment	
Signature	
Date	

Part 9: Declaration	
I certify that the information given above is correct and understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete my course.	
Signature of Parent	
Signature of Pupil	
Date	

Part 10: Declaration

The continuance of payments will be subject to the following criteria:-

Attendance must be at least 90%, with no unauthorised absence

Working in line with specified targets

I accept the above terms:

Signature of Student

Please note:

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence please contact the Finance Department to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Please return this form to:

Mrs A Harrison Forsyth
Formby High School
Freshfield Road
Formby
Liverpool
L37 3HW