

# The Hemel Hempstead School

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**Headteacher: Neil Hassell BEng (Hons) NPQH FCCT**

***Letter 2***

11<sup>th</sup> September 2020

Dear Student and Parent/Carer

## **16-19 Bursary**

The 16-19 Bursary Fund will soon be allocated to the school. A limited amount of funds will be available to students who fall into the categories stated on the attached application form. This fund is aimed at helping students who may not be able to access all aspects of Sixth Form education due to financial constraints.

In order to qualify, students/parents/carers have to meet certain criteria. If eligible, it may mean that the student is entitled to regular financial payments or they may be able to apply for assistance with travel, text books, field trips, exam fees etc.

If you think your son/daughter may be eligible, please complete the attached application form and return it to the Sixth Form Office by Wednesday 23<sup>rd</sup> September 2020 with any proof required.

If you require any further information regarding the Bursary Scheme, please contact Mrs S J Cooper, the Sixth Form Administrator on 01442 390100.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P Bryson', written over a horizontal line.

**Mr P Bryson**  
Head of Sixth Form



## The Hemel Hempstead School - Post 16

# 16 – 19 BURSARY APPLICATION FORM

Please complete all details in full as your application cannot be considered without all the information. Completing this form does not guarantee you a Bursary or a Discretionary Bursary.

Full Name: ..... Form: ..... Date of Birth: .....

Address: .....

..... Postcode: .....

Email: .....

Telephone: Home: ..... Mobile: .....

Full details of course being studied including subjects: AS / A2 / BTEC Level 3 / BTEC Level 2

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<b>Please tick if any of the following apply to you, the student</b> (proof required e.g. letter from local authority)	
Currently in care	<input type="checkbox"/>
Recently left care	<input type="checkbox"/>
In receipt of Income Support	<input type="checkbox"/>
In receipt of <b>both</b> Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>

<b>Please tick if your parents/carers are currently in receipt of any of the following</b> (proof required)	
Income Support or Income-based Job Seeker's Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance	<input type="checkbox"/>
Child Tax Credit with taxable income of no more than £16,190 per household, and not in receipt of Working Tax Credits	<input type="checkbox"/>
Pension Credit (Guarantee Credit)	<input type="checkbox"/>
Support under Part VI of the Immigration and Asylum act 1999	<input type="checkbox"/>
Child Tax Credit, payable at a higher than the family element, i.e. more than £545	<input type="checkbox"/>
Working Tax Credit, Housing Benefit or Council Tax Benefit (not including second adult rebate)	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>
Individual applications may be presented in cases where the above does not apply, but where household income and / or other circumstances cause financial hardship.	<input type="checkbox"/>

**If the parent/carer that you live with is self-employed, and you are having financial difficulties and wish to register with the scheme, please provide a letter to explain your financial position.**

You will need to send current/most recent copies of the following documents:

- Income Support or Income-based Jobseeker's Allowance letter – this must be dated within 28 days of your application
- or
- your HM Revenue and Customs Tax Credit award notice (TC602)
- or
- other welfare benefit such as Housing Benefit, Council Tax Benefit or Pension Credit
- or
- proof of your asylum seeker status
- or
- P60
- or
- SA302 form, with a copy of certified accounts (if you are self employed).

**Declaration**

**I / We declare that the information given above is true and correct to the best of my /our knowledge and that the school has the discretion to withdraw any funding if information is found to be false. I / We will inform the school immediately of any changes to my / our financial circumstances.**

**I / We agree to the conditions set by the school regarding attendance, punctuality, behaviour and standard of work.**

Student signature: ..... Dated: .....

Signature: ..... Dated: .....  
(Parent/Carer)

Parent/Carer name in capitals: ..... Contact No: .....

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**FOR OFFICE USE ONLY**

Date received: .....

Approved  Declined  Letter sent home

Date: ..... Signed: .....