



16 to 19 Bursary Fund – Student Declaration

To be completed after bursary support has been approved | Academic Year 2026–2027

This declaration records the student's acceptance of the conditions attached to bursary support. It should be signed and retained with the bursary application and assessment records.

1. Student and award details

Student full name	
Year group	☐ Year 12 ☐ Year 13 ☐ Other:
Bursary type	☐ Vulnerable group ☐ Discretionary ☐ Exceptional hardship
Support awarded	
Approximate value / limit	£
Period covered	From _____ to _____

2. My declaration

By signing this form, I confirm that I understand and agree that:

- ☐ I understand the conditions attached to my bursary support.
- ☐ I will use bursary support only for the purpose for which it has been awarded.
- ☐ I will provide receipts or other evidence of expenditure when requested.
- ☐ I will inform the College promptly if my financial, household, care, transport or study circumstances change in a way that may affect my bursary.
- ☐ I understand that bursary support may be reviewed, reduced, paused or withdrawn if the conditions of support are not met, while the College will consider individual circumstances.
- ☐ I understand that any laptop, iPad or other loaned equipment remains the property of Ursuline College and must be returned when requested or when I leave the College.

3. Sixth Form expectations linked to support

I understand that bursary support is conditional on meeting the expectations of the Sixth Form. I will make every reasonable effort to:

- ☐ maintain attendance of at least 95% and attend all timetabled lessons, including PSHE, Core RE and directed study where applicable;
- ☐ arrive punctually to College and lessons;
- ☐ meet the Sixth Form Code of Conduct, wear my lanyard/ID as required, and behave appropriately and respectfully;
- ☐ complete work to an acceptable standard and use home study appropriately where it has been granted;
- ☐ return loaned equipment and provide receipts/evidence when requested.

Where attendance falls below 90%, bursary support may be reviewed, reduced, paused or withheld. The College will consider relevant individual circumstances, including illness, disability, caring responsibilities, safeguarding concerns, bereavement or other exceptional circumstances.

4. Bank details for reimbursements/refunds

Where the College has agreed to reimburse an approved bursary-related cost, payment can only be made to a bank or building society account held in the name of the student receiving the bursary. Refunds cannot be paid to a parent/carer or any other third party. Please provide the student's own account details below.

Account holder name	
Bank / building society	
Sort code	- - -
Account number	
Student confirmation	☐ I confirm that this account is held in my name and that the details provided are correct.

Bank details will be used only for administering approved reimbursements/refunds and will be handled in accordance with the College's financial and data-protection procedures.

5. Student signature

Student name	
Student signature	
Date	

6. Parent/carer acknowledgement (where appropriate)

I acknowledge the support awarded and understand that the College may contact me where necessary in relation to the administration of the bursary, changes in circumstances, or the return of loaned equipment.

Parent/carer name	
Signature	
Date	

7. College use

Received by	
Date received	
Recorded / filed	☐ Yes
Any follow-up required	