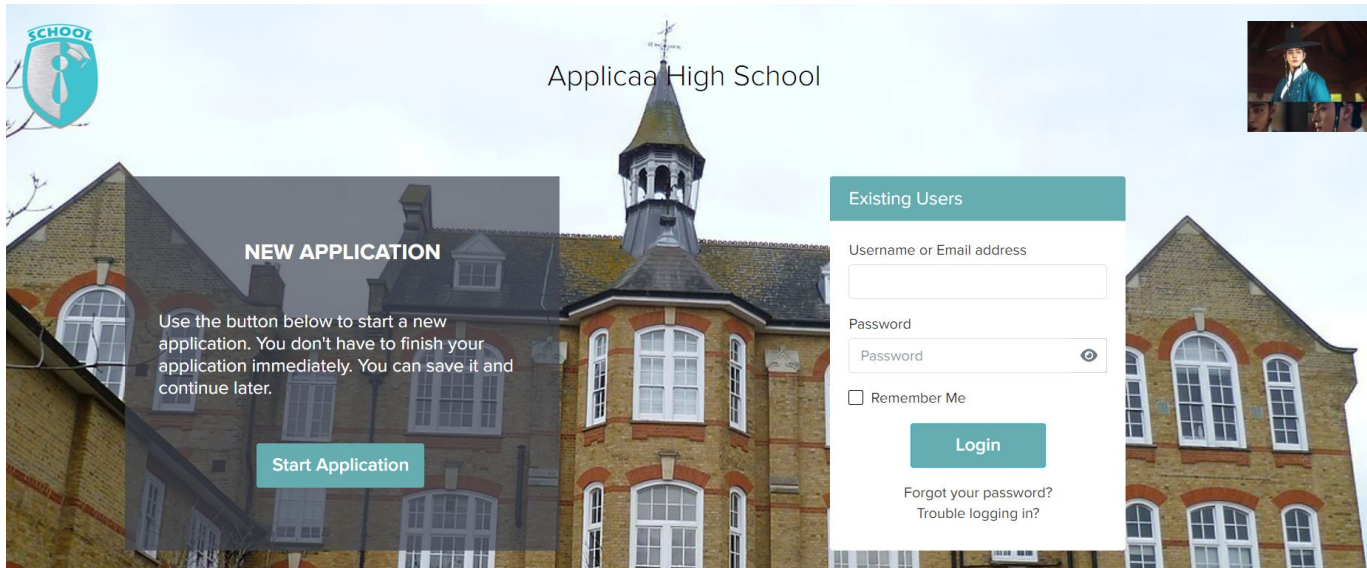


**Applying for a  
bursary and  
submitting  
requests**



# Accessing your school's bursary application form

If your new sixth form used Admissions+ to process your application, course choices and enrolment, you will be used to logging in to a screen that looks something like this:



**SCHOOL**

Appliqaal High School

**NEW APPLICATION**

Use the button below to start a new application. You don't have to finish your application immediately. You can save it and continue later.

[Start Application](#)

**Existing Users**

Username or Email address

Password

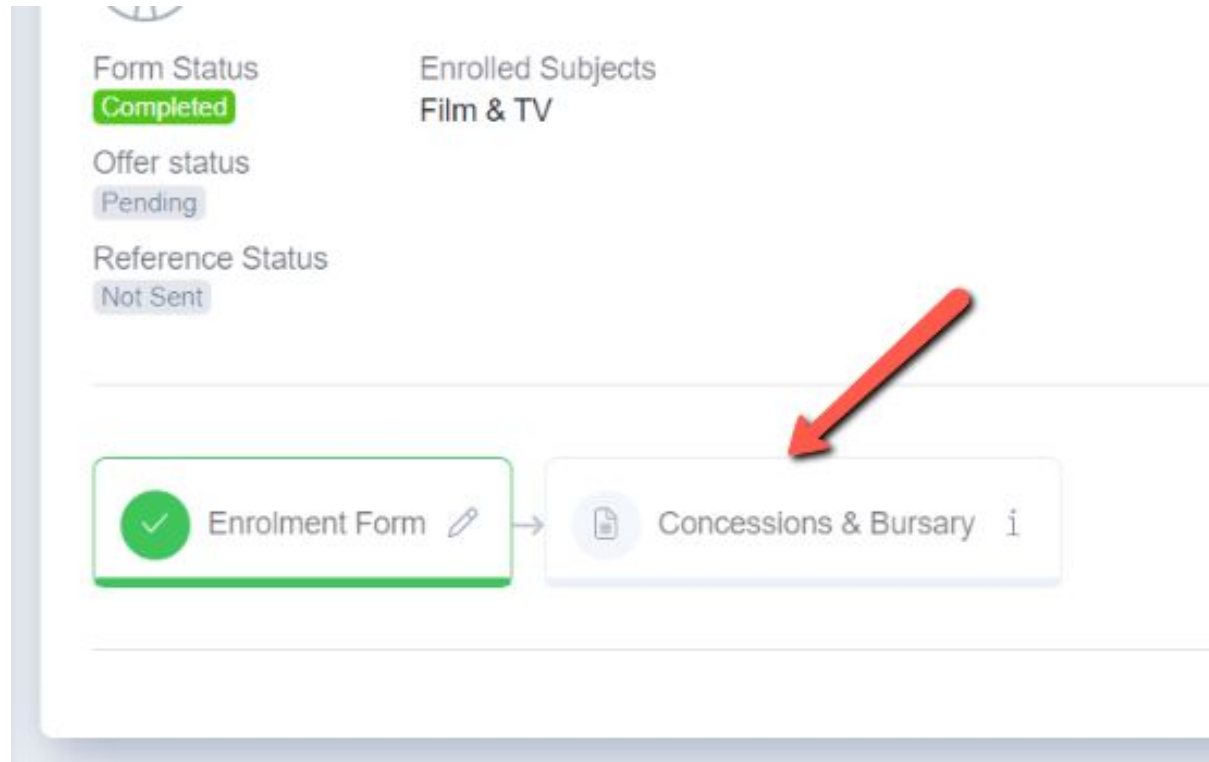
Remember Me

[Login](#)

[Forgot your password?](#)  
[Trouble logging in?](#)

If you have used an application like this, you should be able to access the bursary form directly from your account, by clicking the "concessions & bursary" phase on your homepage.

You will then be directed to a screen where you should use the same credentials as your sixth form application to login and apply for the bursary as an **existing user**.



The screenshot displays a user account dashboard with the following elements:

- Form Status:** Completed (highlighted in green)
- Offer status:** Pending
- Reference Status:** Not Sent
- Enrolled Subjects:** Film & TV
- Navigation:** Two buttons are visible: "Enrolment Form" (with a green checkmark icon and a pencil icon) and "Concessions & Bursary" (with a document icon and an information icon). A red arrow points to the "Concessions & Bursary" button.

If your school did not use a platform like the one above, they will give you the link to apply for a bursary, and this link will take you to a login screen.

**Bursary Application**

Welcome to the Bursary Application system for Demo School.

All students are welcome to apply for a bursary; we will be in touch following a completed application to let you know the outcome.

[Create a new account](#)

**Existing Users**

Username or Email address

Password

Remember Me

[Login](#)

[Forgot your password?](#)  
[Trouble logging in?](#)

You should simply click "create a new account", where you will provide some registration details. You will be sent a verification email, which will enable you to log in and complete the bursary application in full.

**Initial Registration**

**Student Registration**

First Name\*

Last Name\*

Gender\*

Date of Birth\*

Current School Year\*

Which college do you attend?\*

Phone type\*

Phone number\*

[Remove](#)

# Completing the bursary application form

When you log in, you will see a homepage which may have a message from your school. You should click to access the bursary application form, and complete every section to the best of your ability so the school can determine whether you can be awarded a bursary.

Your school may ask you to upload evidence relating to the income of people living in your household, so you may need to ask for support from a parent/carer for those sections.

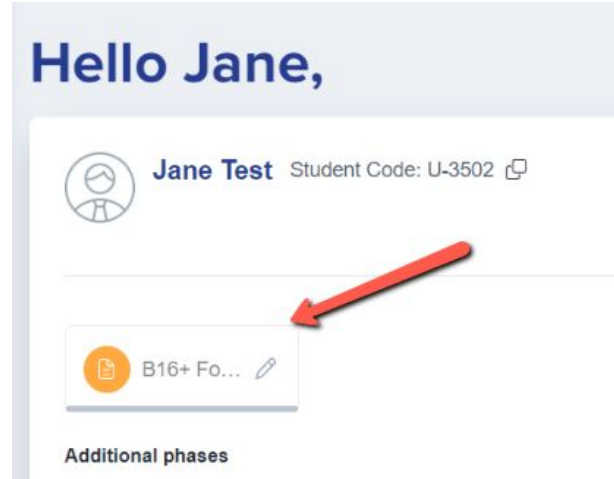


**B16+ Form** ✕



**B16+ Form Progress**



- [Step 1: Welcome](#)
- [Step 2: Agreement](#)
- [Step 3: Pupil](#)
- [Step 4: Household Information](#)
- [Step 5: Income](#)
- [Step 6: Bursary Summary](#)

[Continue Application](#)



**Hello Jane,**

 **Jane Test** Student Code: U-3502 

 **B16+ Fo...** 

**Additional phases**

# Completing the bursary application form

You should carefully read the school's bursary policy - it contains key information about what the eligibility criteria are for successfully gaining a bursary - this can include household income thresholds, as well as things like your attendance throughout the year, and attitude to learning.

<b>! Step 1</b> Welcome	<b>! Step 2</b> Agreement	<b>! Step 3</b> Pupil	<b>! Step 4</b> Household Information	<b>! Step 5</b> Income
----------------------------	------------------------------	--------------------------	--	---------------------------

**Before you can complete your bursary application you must agree to the bursary policy attached below.**

**Policies**

[Bursary Policy September 2021](#)

I have read and agree to the above policy

[Bursary Guidelines and Next Steps](#)

I have read and agree to the above policy

Bursaries are awarded to you (the applicant) and any payments by the school are made to your bank account.

Failure to provide your own bank account details may result in your application being rejected, or a delay in processing your application.

! Step 1 Welcome    ! Step 2 Agreement    ! Step 3 Pupil    ! Step 4 Household Information    ! Step 5 Income    ! Step 6 Bursary Summary

Please enter your bank details below.

These must be in the student's name; we will use these details to reimburse costs if they are approved.

Name on bank account\*

Account Number (this is an eight digit number)\*

Sort Code (this is a six digit number, do not include the dashes)\*

Please upload evidence of bank

[Add File](#) Max 100MB

The Household Information section will ask you who you live with - this will determine which questions are then asked on the Income step of your application form.

! Step 1 Welcome    ! Step 2 Agreement    ! Step 3 Pupil    **! Step 4 Household Information**    ! Step 5 Income

**Family Setting**

Who do you usually live with?\*

Changing this answer will reset any answers you have added to related questions that become hidden

Both parents

! Step 1 Welcome    ! Step 2 Agreement    ! Step 3 Pupil    **! Step 4 Household Information**    ! Step 5 Income    ! Step 6 Bursary Summary

Pension received (Father/Legal Guardian) (£)    £    0.00

Pension received Document (Father/Legal Guardian)    [Add File](#) Max 100MB

Pension received (Mother/Legal Guardian) (£)    £

Pension received Document (Mother/Legal Guardian)    [Add File](#) Max 100MB

Child Support/Maintenance Payments (Received) (£)\* ⓘ    £

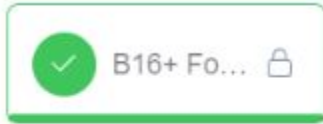
Child Support / Maintenance Payments Document (Received)    [Add File](#) Max 100MB

Any Other Income (£) ⓘ    £



# What happens next?

Once you have submitted your form, the school can calculate whether they are able to award you a bursary and they will notify you of the outcome.



Completed applications show in green

## Additional phases

[Bursary Request](#)

My Requests

Bursary Status **2023/2024**

Awarded



Your bursary application status is displayed here

# Making requests

If you are awarded the bursary, you can then begin submitting requests for items you would like the school to buy for you (purchases) and items you have already bought and would like to receive the money for (reimbursements).



## Additional phases

[Bursary Request](#)


[My Requests](#)

Add requests here

Bursary Status **2023/2024**

Awarded

You will see a list of all items you have requested, alongside the status of your requests and you can continue to add requests until the point that there are no more funds available to you.



### Applicaa Bursary16+ Demo

Search in table

Date	Created By	Request Type	Item	Amount	Reason	Status
21/03/2023	Amanda Demo Test	Purchase	Lab Gown	£40.00	Biology lessons	Completed
20/03/2023	Amanda Demo Test	Purchase	Book	£35.00	Needed for History	Declined
29/03/2023	Amanda Demo Test	Purchase	Book	£25.00	Required for course	Pending
21/03/2023	Amanda Demo Test	Purchase	College Laptop	£150.00	need for homework	Declined
29/03/2023	Amanda Demo Test	Purchase	Lab Gown	£5.00	Required for course	Actioned
09/05/2023	Amanda Demo Test	Purchase	College Laptop	£50.00	travel to school	Pending

Add Request

College Laptop £150.00  
Lab Gown £5.00  
College Laptop £50.00

**You can't raise any more requests as your allocated allowance has been used up. Please contact the school for further assistance**

Add Request

## Bursary Statuses:

**Pending** - this has been submitted by you; not yet reviewed by the school

**Approved** - this has been reviewed and approved, but not yet paid

**Actioned** - the purchase has been made, or the reimbursement has been requested by the school

**Completed** - the purchase or reimbursement is complete; the item has been bought or the money has been paid to you

**Declined** - the request you have made cannot be approved; the school will inform you why