

# Application Form

## 16-19 Student Bursary 2026/2027



The KITE College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment.

The scheme is divided into two parts:

### 1. Vulnerable Student Bursary – you may be eligible if at least one of the following applies, and is dependent on assessment of need and you are aged between 16 and 19:

- You over 16 but under 19 on 31 August 2026
- You are in or recently left local authority care
- you get Income Support or Universal Credit in your name because you are financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

### 2. Discretionary Bursary (may be available if you are aged 19-24 but have an EHC Plan)

A bursary may be available to KITE College students not eligible for the Vulnerable Bursary who reside in a household whose parents/guardians are in receipt of any of the following:

- a) Income Support (Universal Credit)
- b) Income-based Jobseeker's Allowance
- c) Income-related Employment and Support Allowance
- d) Support under Part VI of the Immigration and Asylum Act 1999
- e) The guaranteed element of State Pension Credit
- f) Child Tax Credit/Working Tax Credit
- g) Universal Credit
- h) Have a gross household income of £35,000 per annum or below

Children who get paid these benefits directly, instead of through a parent or guardian, may also be eligible for free school meals.

### 3. Further Education Free Meal

A student who is eligible for the Vulnerable Student Bursary will automatically qualify for a free meal on any day that he/she attends College. Students who are eligible for the Discretionary Bursary due to fulfilling one of the criteria from A to G above will also qualify for a free meal. Please note that income below £35,000 is not in itself a qualifying factor. The meal will have to be purchased in the College Refectory and will be subject to a maximum subsidy of £2.50 per day. Money allocated cannot be accumulated and non-expenditure on a particular day will not be carried forward. Students who apply for either a Vulnerable Student or Discretionary Bursary will automatically be assessed for eligibility for a Further Education Free Meal. Students who reside in a household which has a taxable income of less than £26,000 for the tax year 2025-2026 (evidenced through production of P60, Working Tax Credit Award Certificate, Self-Assessment Tax Calculation Form (SA302) or Universal Credit) may also apply for the Discretionary Bursary. No other application is required. If a student wishes to apply only for a Further Education Free Meal he/she should contact a member of the support team via Reception.

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### 4. Additional Help

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the college for more details.

### 5. Conditions

- All bursary payments will be directly linked to attendance, behaviour and academic performance.
- All bursaries will be maintained by KITE College
- The Discretionary Bursary may be used in any of the following ways, depending upon needs, circumstances and funds available:
  - Regular payments linked to attendance
  - Free/subsidised meals at College
  - Help with transport costs
  - Course equipment and/or PPE
  - Or a combination of the above
- Eligible students must be under 19 on 31 August 2026 and enrolled on a full-time course at the College.

### 6. How do I Submit my form?

Once completed, please submit your application and supporting evidence to the address detailed on your application form.

### 7. What happens when I have submitted my application?

- Your application will be considered by the Finance Department that eligibility has been met.
- You will receive an acknowledgement by letter/email, detailing your receipt number and informing you of the College's decision.
- Note that the awards will be dependent on attendance which should be 90% or above. Should attendance fall to between 75% and 89% you will only receive 50% of the bursary. Payments may be withheld for attendance lower than 75% and you may be able to appeal showing evidence of an exceptional reason for why you should receive a payment. Your behaviour and engagement at college may also be taken into consideration.
- Your application and the information you provide will be stored confidentially and securely and will only be used for the purpose of assessing your eligibility for the Bursary Fund.
- **IMPORTANT:** Payment can only be made into a bank account in the student's name there are no exceptions.

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If you require help in completing this form please phone the College: 01795 476450 or go to the College Reception

What financial support is on offer?

- Age 16-19 Bursary (Support with the cost of Travel and Course costs)
- College Meal Support (Free College Meal up to £2.75 per day) – 1 meal a day for students who meet the National Free College Meals Criteria
- Age 16-19 Vulnerable Student Bursary

Please indicate by ticking the box what you intend your bursary to be used for:

	Please Tick & estimate of cost
Overalls (please provide a receipt for reimbursement)	
Boots (please provide a receipt for reimbursement)	
Equipment for course (please provide a receipt for reimbursement)	
OTHER (incl TRANSPORT) (please state)	
FREE SCHOOL MEAL	

### IMPORTANT INFORMATION

1. Make sure that you send photocopied evidence with your application form.
2. Be aware that we cannot take responsibility for any evidence that is sent to us by post
3. It is really important that you complete all parts of the form. If your form is not fully completed it will mean that we cannot process it.
4. All awards will depend on funding The College receives from the Government. No assumption should be made that you will get funding and The College reserves the right to stop and remove funding at any time.

### SECTION 1

Part 1 – Student Details		
Student First Name:	Student Last Name:	Student Date of Birth: Student Age on 31 <sup>st</sup> August 2026
Home Tel. No.	Mobile No.	

### SECTION 2 – Are you applying for (please tick appropriate box):

- Vulnerable Student Bursary – Please complete section 3, 5, and 6
- Discretionary Bursary – Please complete section 4, 5, and 6

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### SECTION 3 – Vulnerable Student 16 -19 Bursary

The student who is applying for the award should tick the box that applies to them (please attach proof - see section 5):

- I am living in care
- I am a care leaver
- I am in receipt of income support (Universal Credit)
- I am in receipt of you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.

**(Now go to Section 5)**

### SECTION 4 – Discretionary 16 -19 Bursary

I am a student who permanently lives in a household whose parents/guardians receive one of the following (please tick appropriate box)

Name of person receiving benefit:	Income Support or Universal Credit	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

If you are not in one of the above categories you must provide proof of family income;

#### Financial Assessment – Income

*To be completed by the person(s) responsible for the household bills*

Name of Person receiving income	Are you employed?	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate –or other Inland Revenue acceptable proof

### SECTION 5 - Proof of Income/Benefit Submitted

**Whatever you have declared in 3 or 4 above must be backed up by evidence (photocopies accepted but must be the whole form) in order for an assessment to be made.**

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits/income on the application find the type of Income that applies to you in the first column and the evidence required column will tell you what you need to provide.

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Please tick which one you have submitted as evidence.

Type of Income	Evidence Required	Tick if enclosed
Annual Salary	P60 for tax year 2025-26. Self-Assessment Tax Calculation Form (SA302)	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 month	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Child Tax Credit	Child Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Universal Credit	Relevant paperwork detailing entitlement and amount paid	
LAC	No evidence required – provided in Annual Review paperwork	
Any other income	Relevant paperwork	

### SECTION 6 - Declaration

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the College of any alteration to any of the particulars in writing. I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this College year and that I may have to re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

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Signed (Student):

Date:

Signed (Parent or Guardian named previously):

Date:

Please return this form to:

KITE College (16-19 Bursary Fund), Unit 1+2 Bonham Drive | Eurolink Business Park | Sittingbourne | ME10 3RY

OR

Return it to College Reception in an envelope clearly marked: **KITE College 16-19 Bursary Fund**

***For College Use Only:***

*Date Received:*

*Bursary Approved: Yes or No*

*Guaranteed Bursary or Discretionary Bursary*

*Authorised By:*

*Date:*

*Additional Notes:*