

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursary:

- bursaries for defined vulnerable groups of up to £1,200 a year.
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

Eligibility Criteria: All bursaries

Age - A student must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025 to 2026 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).

These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Institutions should generally only pay bursaries to students aged 16 or over.

However, in exceptional circumstances institutions may use their discretion to pay bursaries to younger students, for example, where a student is following an accelerated study programme. Exceptional circumstances do not include students aged 14 to 16 who are attending college as part of their key stage 4 programme.

Students aged under 19 enrolled on higher education qualifications are not eligible for support.

To find out more about the bursary scheme please visit:

<https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students>

To apply for a bursary, complete **Confidential Bursary Fund Application Form 2025- 2026**, attached. If you have any queries relating to the bursary, please contact Rakshan Zafar.



CONFIDENTIAL BURSARY FUND APPLICATION FORM 2025 - 2026

APPLICATION DEADLINE: Friday 5th September 2025

This form should be completed using the accompanying Guidance Notes. If you need any help, please ask Mrs Rakshan Zafar, Sixth Form Administrator

The Bursary is awarded to support students in their Post-16 Education. This may include: travel costs in the form of a bus pass, entitlement to free school meals (FSM), as well as additional financial help to support with costs related to your education.

PART 1: STUDENT DETAILS (all students to complete)

Your Name:	_____	M/F:	_____
Your Date of Birth:	_____	Age (at 31/08/25):	_____
Your Address:	_____		
	Post Code:	_____	
Home Tel No:	_____	Student Mobile:	_____
Have you been resident in the UK or EU/EEA for the last 3 years?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

PART 2: COURSE DETAILS (all students to complete)

Full Name of Course	_____
(list subjects)	_____
Are you in your:	<input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year

PART 3: Completed by the student only: ELIGIBILITY FOR A GUARANTEED BURSARY

You will only be entitled to receive a bursary if you (the student) are in any of the categories below. Please tick any that apply.

✓	Category	Evidence Needed
<input type="checkbox"/>	I am in care/a care leaver	Letter from your key worker or local authority
<input type="checkbox"/>	I am in receipt of Income Support/Universal Credit	Letter confirming benefit from April 2025
<input type="checkbox"/>	I am in receipt of both Employment Support Allowance and Disability Living Allowance (or Universal Credit and Personal Independence Payment)	Letter confirming benefit from April 2025

If you have ticked any of the categories above you do not need to fill in Part 4 or 5 – go to Part 6 (Declaration).

PART 4: ELIGIBILITY FOR A DISCRETIONARY BURSARY

Income/Benefit Details:

This section should be completed by the parent(s)/carer(s) you live with.

Please provide evidence of household income. This Can be done by attaching a copy of ALL pages of 2024/25 P60 for each adult. If it is not possible to provide this, please provide a Tax Credit Award or Self-Assessment Tax Calculation for 2024/25 for each adult.

Applications cannot be processed without proof of household income and/or benefits.

Parent/carer name: _____

Please indicate whether Married/Separated/Divorced/Widowed/Single/Co-habiting

Are you currently eligible for free school meals?

Yes ☐ No ☐

Please tick ✓ ALL benefits you and/or your partner receive

Name of Benefit	✓	Evidence Needed
Free School Meals	<input type="checkbox"/>	Certified letter from your local authority confirming receipt
Income Support	<input type="checkbox"/>	Letter confirming benefit from April 2025
Universal Credit	<input type="checkbox"/>	Letter confirming benefit from April 2025
Employment Support Allowance (ESA)	<input type="checkbox"/>	Letter confirming benefit from April 2025
Jobseeker's Allowance	<input type="checkbox"/>	Letter confirming benefit from April 2025
Pension Credit (Guarantee credit)	<input type="checkbox"/>	Letter confirming benefit from April 2025
Child/Working Tax Credit + annual income under £21,000	<input type="checkbox"/>	ALL pages of 2024/25 Tax Credit Award (TC602)
Other benefit/s (not included above)	<input type="checkbox"/>	Letter confirming benefit from April 2025

Employment/Self-Employment	Adult 1	Adult 2
Are you and/or your partner working?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please state Gross Annual Income	£	£

You must attach a copy of ALL pages of 2024/25 Tax Credit Award or P60 or Self-Assessment Tax Calculation for 2024/25 for each adult.



Financial Assessment – Income

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

Family income per annum – please tick appropriate box		
Less than £10,000	Between £10,001 - £20,000	Between £20,001 - £30,000

PART 5: STUDENT BANK DETAILS

Instruction for the payment of bursary

Full Name	
Date of Birth	
Signature	
Date	

Please find below the details of my personal bank account to which my monthly bursary should be placed:

Name of Bank/Building Society	Full Address of Branch	Branch Sort Code	Account Number (8 digits)

Certain Building Societies receive credits via a clearing back. If you wish your salary to be paid into a Building Society, it is advisable to check with your branch to confirm the exact details to be quoted when crediting via BACS transfer. The information collected in this form will be used in compliance with the General Data Protection Regulations 2018. This information is collected by KNGS for the purpose of administering 16-19 bursary payments. Please refer to our Student Privacy Notice for more information on how this data is processed and who we share your information with.



PART 6: DECLARATION

(all students to sign)

- I declare that the information I have given is accurate and correct to the best of my knowledge
- All income/benefit sources are shown and documents requested are enclosed
- I understand that any assistance is subject to maintaining satisfactory levels of attendance, behaviour and progress/attainment
- I will inform Mrs Rakshan Zafar immediately if the details I have given on this form change.
- I understand that all or part of any payment may be repayable if I withdraw from my course for whatever reason during this academic year. The amount to be repaid will be determined by the school.
- I am aware that the funding covers only this academic year and that I must re-apply next year. There is no guarantee that I will receive funding for future years even if I am eligible of the current year.

Student signature _____

Date _____

Parent/Carer signature _____

Date _____

Returning your application

Completed applications and supporting evidence can be handed in to Mrs Rakshan Zafar, Kings Norton Girls' School Sixth Form

Please note

Applications for 2025/26 should be returned by Friday 5th September 2025. Applications after this date will be welcome and will be considered in the light of funds available.

SIXTH FORM USE ONLY

APPROVED ☐

REJECTED ☐

Authorised by _____

Date _____

Additional notes _____

Appeal received _____

Appeal Decision _____