



2022/2023 16-19 Bursary Fund Application Guide

Guidance for Applicants

- Guidance for Applicants is included with your bursary application form
- Please take time to read through the Guidance for Applicants **before** you start to fill in your application form
- You may also wish to refer back to this as you complete the form
- We have also tried to cover points that often cause application delays in this slide show

Application Form - Page 1

- Please fill in as much detail as you know, the following information may help:
 - **Learner ID or Ref No:** you can find this on any correspondence from college relating to your course application
 - **Course:** give your brief course title e.g., 'L2 Hairdressing'
 - **Days in college and place of study:** don't worry if you don't know these yet, we can still accept your application if you leave this blank

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- **Section 4** refers to the Learner and not the parent or carer.
 - Please only tick if any of the statements apply to the learner
 - The term “Looked After Child” refers only to someone under the care of the local authority either in care or foster care
 - Please do not tick the last statement if you only get ESA or DLA or PIP, it must be both ESA and DLA or PIP

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- **Section 5** – tick as required and also let us know briefly why you need this support.
 - Apply to Lincolnshire County Council (LCC) for your travel pass and let us know the TRA number they allocate to you
 - If you are not eligible for an LCC travel pass, please send a copy of their letter stating this so that we can make an appropriate bursary award
- **Section 6** – complete either section A or B depending on your situation, not both
- Please make sure you send evidence of benefits or income as described in the guidance – we will only be able to process your bursary application once all evidence has been received

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- Please take time to read the Data Protection Statement and Applicant Declaration
- It is really important that you clearly indicate your choices to all 3 permission questions - if we don't have all of these we can not process your form and support will be delayed
- Please ensure the application is signed - if it is not signed we may not be able to process your form and support may be delayed

Application Form - Page 4

- This is for Bursary Office use only and is used to calculate and authorise any bursary award
- Please be aware that it can take 15 working days to complete the processing of a bursary application
- Bursary awards will be notified to you by email. If we hold a parent or carers email address we will also copy them in to the award email but only where “yes” has been selected on page 3

2022/2023 16-19 Bursary Fund

All initial bursary enquiries can be sent to the college Information Officer:

- Email info@boston.ac.uk

or

- Call 01205 313218