



******Please detach this top sheet and keep for you information******

2023/2024 - Guidance for Applicants

16-19 Bursary (Discretionary and Vulnerable) and Further Education Free Meals (FEFM) **(Including 19+ EHCP holders and 19+ Continuers)**

The 16-19 Bursary Fund includes Discretionary Bursary (DB) and Vulnerable Bursary (VB) and is funded by the Education and Skills Funding Agency (ESFA). It can help with college related costs including Further Education Free Meal (FEFM) for certain qualifying learners.

16-19 Discretionary Bursary (DB)

This is a discretionary and limited fund; any award depends on your financial need and our available funds and is not guaranteed. However, if you qualify for FEFM you will be entitled to free meals even if no other award is made.

You can apply for 16-19 Bursary (DB) if:

- You are over 16 and under 19 on 31 Aug 2023 **or**
- You are over 19 on 31 Aug 2023 **and** have on EHCP **or**
- You are over 19 on 31 Aug 2023 **and** classed as a "19+ Continuer"

and

- can show evidence of financial need **and**
- your household receives one of the **listed benefits** or has income of **less than £45,000**.

What help can I get from Discretionary Bursary (DB)?

You may be able to get support to help with college and work placement costs such as travel, equipment (on loan), uniform, books, trips, UCAS fees, exam resit fees and food. If you received Free School Meals since 2018 or FEFM at college last year or receive any of the benefits listed below you will be entitled to food through the FEFM scheme even if no other award is made:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- 'Guaranteed' element of State Pension Credit
- Child Tax Credit (maximum gross income £16,190) **only**
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa after tax and excluding any benefits
- Support under Part VI of Immigration and Asylum Act 1999
- Working Tax Credit Run On **only** (not Working Tax Credit)

How to apply for Discretionary Bursary (DB)

Print and complete an application form available through the Boston College website (<https://www.boston.ac.uk/student-support/financial-assistance/>) or collect from any campus main reception.

What evidence do I need to provide for Discretionary Bursary (DB)?

You must provide evidence of **all** household income.

If you are claiming Tax Credits or Universal Credits, acceptable evidence is:

- All pages of Full Tax Credit Award notice for 2023/2024 **or**
- All pages of Universal Credit Award notice for the last 3 months

If you are not claiming Tax Credits or Universal Credits, you will need to provide an appropriate selection from the following to show all household income:

- Most recent P60
- Current wage slips – your most recent 6 weekly slips or 3 monthly slips
- Pension credit letters must be the latest and relate to the period from at least April 2023
- Most recent letter showing your entitlement to one of the benefits listed above from April 2023
- Most recent certified annual profit and loss accounts for the self-employed

Vulnerable Bursary (VB)

Meeting these eligibility criteria does not guarantee an award, which depends on your financial need. You will qualify for Vulnerable Bursary (VB) if you are under 19 and meet one of the following criteria:

- Are in care/classed as a “Looked After Child” by the local authority
- Have been in care and are now classed as a Care Leaver
- Receive Income Support **or** Universal Credit because you are financially supporting yourself
- Receive Income Support **or** Universal Credit because you are financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner
- Receive Employment Support Allowance or Universal Credit **as well as** Disability Living Allowance or Personal Independence Payment in your own right

How to apply for Vulnerable Bursary (VB)

Complete an application form available through the Boston College website (<https://www.boston.ac.uk/student-support/financial-assistance/>) or contact our Learner Support Officers for advice. If you apply, one of our Learner Support Officers (LSO) may contact you to discuss your application, supporting evidence and how any award will be made to you. If college related costs are not identified, you may not receive any payment. However, if they become apparent during the college year speak to an LSO at Learner Services.

Other information regarding 16-19 Bursary (Discretionary and Vulnerable)

Appeal your award. You can make an appeal regarding your award by writing to the Head of Learner Services, Boston College, Skirbeck Road, Boston, or email info@boston.ac.uk

Application timescale. We may take up to 15 working days to process your application.

Award notice. We will let you and your parent or carer know about any Bursary award through personal emails (if held and we have your permission on the application form). Once enrolled any further Bursary information will usually be sent to your college email address only.

Qualifying criteria. You must be enrolled on an ESFA funded course and meet residency criteria shown in ESFA funding regulations and should be participating in provision that is subject to inspection by a public body that assures quality (e.g., Ofsted).

19+ Continuer. This only applies to some L3 learners who are moving to the 2nd year of their L3 course and who turned 19 during the 1st year of their L3 course.

Apprenticeships. Students on waged apprenticeship programmes, or any waged learning or training, are not eligible for the 16-19 Bursary fund.

Any questions? If you have any further questions, please contact: Learner Services Info Desk – 01205 313218. Full ESFA guidance is available.

**2023/2024 - Application Form****16-19 Discretionary and Vulnerable Bursary Fund and Further Education Free Meals**

(Including 19+ EHCP holders and 19+ Continuers)

(Please read the Guidance for Applicants before completing this form)

Office Use Only	
Date received:	
Application No:	

1. Learner details

First name:	Last name:
Date of birth:	Age at 31/08/23:
If you are over 19, do you have an EHCP? Yes / No / NA	
Your post code:	
Learner ID or Reference number:	

2. Course details

Course:	Days in college (if known):
	Place of study (campus):
Placement start date (if known):	Days on placement (if known):

3. Living arrangements at your term time address (tick as appropriate)

Alone <input type="checkbox"/>	With spouse or partner <input type="checkbox"/>
With parent or guardian <input type="checkbox"/>	In halls of residence or shared house <input type="checkbox"/>

How many <u>other</u> dependants living at the same address are under 18 years old?	
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4. Vulnerable Bursary (VB). Do I qualify?

Please tick "yes" if you are under 19 and any of the following statements apply to you the learner.

Do not tick if it is the parent or carer that receives this

Qualifying criteria	Yes
I am in care/classed as a "Looked After Child" by the local authority	
I have been in care and am now classed as a Care Leaver	
I receive Income Support/Universal Credit as I am financially supporting myself	
I receive Income Support/Universal Credit as I am financially supporting myself and someone who is dependent on me and living with me such as a child or partner	
I receive ESA <u>or</u> Universal Credit <u>as well as</u> DLA <u>or</u> PIP in my own right	

5. Requested support

What costs do you need help with?	Tick
Travel – Lincolnshire County Council travel pass (give TRA info below)	
Travel – other (give details below)	
Further Education Free Meals (FEFM) or Bursary Food	
Equipment – issued on loan if required by curriculum area	
Uniform and books - if required by the curriculum area	
Maths pack - if studying maths only	
Trips - if required by curriculum area	
UCAS fee - level 3 learners only	
Why do you need this support?	
TRA Number:	

6. Income

a. If you/parent/carer receive any of the following, tick box and provide evidence. If not, go to 6b.

Working Tax Credit Run On (Not just Working Tax Credit)		Income Support	
Income Based Jobseekers Allowance		Income Related ESA	
Support under part VI of Immigration and Asylum Act 1999		Guarantee Element of State Pension Credit	
Child Tax Credit (provided not entitled to WTC) with annual gross income of £16,190 pa as assessed by HMRC		Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and excluding any benefits)	
Working / Child Tax Credit (other)		Universal Credit (other)	

b. If you/parent/carer do not receive any of the above, complete 6b and provide evidence.

Parent / carer gross earnings (before deductions) per year	
Parent / carer 1	£ pa
Parent / carer 2	£ pa

7. Data Protection statement

The College is a Data Controller in terms of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act and GDPR. Personal data will be used solely within the Learner Services Department for the purpose of determining whether you should receive assistance from the Bursary Fund. Your application form and any accompanying documents may be scanned and kept electronically for 7 years and then securely deleted. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

8. Applicant declaration

I understand that:

- All application forms and associated documents may be scanned and stored electronically, and if that happens, all paper copies will be disposed of through confidential waste once my application has been processed. I have included evidence or supporting documents that:

Evidence type	Tick one box only
can be disposed of as explained above <u>or</u>	
must be returned to me and not disposed of	

- Information about my bursary award will be sent by email to me and my parent/carer's email accounts (if on the college EBS system and I have selected "Yes" below). Once enrolled any further information will usually be sent to my college email only.
- Bursary awards are made on a non-repayable basis; however, I may not receive my full award if I do not meet the required attendance and progress criteria.
- I understand that if I leave my course early, I must return any equipment loaned to me. In addition, I must also return my LCC travel pass to Learner Services at Boston College. Failure to return these items immediately may result in recovery action being taken.
- Any equipment awarded through bursary is on a loan basis and must be returned to Boston College at the end of my study programme.
- Any award or payment is dependent upon me having an attendance level of 90% or over and demonstrating appropriate behaviour. If I fail to maintain these requirements my Bursary award or payments may be affected.
- If false or incomplete information is submitted, or if I do not tell the college about any part of our income that may be relevant, the matter may be referred to the Department for Education or the police. I understand that I could face prosecution and that the college will seek to recover any payment I am not eligible for.
- I have read the "Guidance for Applicants" notes for the 16-19 Bursary Fund.
- I have indicated below where I give permission for Learner Services to discuss my award with the following as required:

Lincolnshire County Council for travel including travel pass payment	Yes / No
Boston College staff	Yes / No
My parent or carer	Yes / No

I confirm that I have read the applicant declaration, that all the details I have provided on this form are correct, and I will notify Learner Services of any changes to my circumstances.

Signed (learner) _____

Date _____

Signed (parent/carer) _____

Date _____

9. Bursary office use only - Award calculations

Tier	Qualifying status/income	Evid?	Support available by Tier (if requested)
FEFM	Had FSM/FEFM from 1/4/18 or qualifying benefits		Further Education Free Meals
VB	LSO - evidence provided		College related costs (as agreed by LSO if required)
1	Under £25,000 or Section 6a FEFM benefits		Travel, books, equip, uniform, maths pack, UCAS/resit fee, trips, food, industry placement cost
2	From £25,000 to £35,000		Travel, books, equip, uniform, industry placement cost, food
3	From £35,001 to £45,000		Travel, industry placement cost, food
Over 19 and an EHCP holder or 19+ Continuer			Y / N / NA
Insert enrolled and ESFA funded status from EBS			
Insert residency status from EBS			
FEFM "Protected" status confirmed?			Y / N
Use this space to show calculations for awards			
<u>Travel</u>			
<u>FEFM</u> <input type="checkbox"/>			
<u>16-19 Food</u> <input type="checkbox"/>			
<u>Equipment - loan</u> <input type="checkbox"/>			
<u>Books and Uniform</u> <input type="checkbox"/>			
<u>Maths pack = £5 IDT</u> <input type="checkbox"/>			
<u>UCAS fee</u> <input type="checkbox"/>			
<u>Trip</u> <input type="checkbox"/>			

10. Bursary office use only - Award information

Item DB or VB	Total forecast cost £	Sign/date as initial action by Bursary Office	Sign/date as authorised by HoLS	Payment method	Sign/date as action complete by Bursary Office
Travel LCC <input type="checkbox"/> Travel other <input type="checkbox"/>					
FEFM <input type="checkbox"/> 16-19 food <input type="checkbox"/>					
Equipment					
Books and Uniform					
Maths pack					
UCAS <input type="checkbox"/> Trips <input type="checkbox"/>					