

2024/2025 - Information for Applicants

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

What is the 16-19 Bursary Fund

The 16-19 Bursary Fund includes Discretionary Bursary (DB) and Vulnerable Bursary (VB) and is funded by the Education and Skills Funding Agency (ESFA). If you apply and qualify 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 2024 **or**
- You are over 19 on 31 Aug 2024 **and** have on EHCP **or**
- You are over 19 on 31 Aug 2024 **and** classed as a “19+ Continuer”.

and

- can show evidence of financial need **and**
- your household gets one of the **listed benefits below** 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. We use a tiering system to help us target the most support to those on the lowest incomes. Please see the table below to see what types of support you may be awarded.

Tier	Qualifying criteria	Support available by Tier
1	Under £25,000 or FEFM benefits listed below	Travel, books, equipment, uniform, UCAS/resit fee, trips/university visits, food, industry placement costs.
2	From £25,000 to £35,000	Travel, books, equipment, uniform, industry placement cost.
3	From £35,001 to £45,000	Travel, industry placement costs.

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)

To apply for bursary, you will need to register on the Pay My Student Portal. The link to this is below:

[Boston College Bursary Portal \(paymystudent.com\)](https://paymystudent.com)

To register please follow the steps below:

- On the left-hand side of the page, input your student number, date of birth, and create a password and confirm it. Remember your password – you will need it to login.
- Click Register – this will send you an email to your **personal email account** you have registered with the college.
- From your personal email, activate the account.
- You can now return to the Pay My Student portal and login on the right-hand side of the page, using your student number, date of birth and the password you created.
- You can now complete the application process.

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

You will need to upload your supporting evidence to your Pay My Student (PMS) account so that we can assess your application.

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

- All pages of Full Tax Credit Award notice for 2024/2025

Or

- All pages of Universal Credit Award notice for the last 3 months. To do this please see below:
 - Log in to your Universal Credit account.
 - Visit the Payments section.
 - Click on the payment amount for the appropriate month, which will open up the statement.
 - Click to print the statement – this gives the option to save as a PDF file.
 - You can then upload the PDF file to your PMS account.

If you are not claiming Tax Credits or Universal Credits, you will need to upload 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 2024
- Most recent letter showing your entitlement to one of the benefits listed below from April 2024
 - Income Support
 - Income based Job Seekers Allowance
 - Income-related Employment and Support Allowance
 - 'Guaranteed' element of State Pension Credit
 - Support under Part VI of Immigration and Asylum Act 1999
- Most recent certified annual profit and loss accounts for the self-employed

Vulnerable Bursary (VB)

You will qualify for Vulnerable Bursary (VB) if you are under 19 and meet one of the following criteria:

- Are in care
- 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.

Please be aware that meeting the above eligibility criteria does not guarantee an award, which depends on your financial need to cover college related costs.

How to apply for Vulnerable Bursary (VB)

To apply for bursary, you will need to register on the pay My Student Portal. The link to this is below:

[Boston College Bursary Portal \(paymystudent.com\)](https://paymystudent.com)

To register please follow the steps below:

- On the left-hand side of the page, input your student number, date of birth, and create a password and confirm it. Remember your password – you will need it to login.
- Click Register – this will send you an email to your **personal email account** you have registered with the college.
- From your personal email, activate the account.
- You can now return to the Pay My Student portal and login on the right-hand side of the page, using your student number, date of birth and the password you created.
- You can now complete the application process.

If you need assistance with this process, please contact one of our Safeguarding and Wellbeing Officers (SWOs).

If you apply, one of our SWOs may contact you to discuss your application and supporting evidence and how any award will be made to you. If college related costs are not identified at this time, you may not receive any payment. However, if they become apparent during the college year speak to a SWO at Learner Services.

This is how bursary support is paid if awarded to you, (DB and VB)

LCC travel pass – Please be aware that you will need to make a separate application to LCC for a travel pass. Please make your application to LCC for a travel pass as soon as possible.

Bursary covers the cost of the LCC Travel Pass which is paid directly to LCC on your behalf after you have enrolled at college. If you have paid LCC we understand they will refund you directly once they receive the Bursary payment from us.

It is important that you let us know your TRA number by completing the TRA Number for LCC Travel form on your Pay My Student account.

Please be aware that even after we have paid LCC, you may not receive a travel pass from them for several weeks after starting college. You will be expected to make alternative travel arrangements until this arrives. We will not refund travel tickets.

Not eligible for LCC travel pass only – Bursary can make appropriate payments for alternative travel such as Brylaine Smartcard, Stagecoach Flexi voucher, ticket costs or mileage allowance paid to your bank account based on attended days. You must provide evidence from LCC showing that no travel pass is available, and live more than 3 miles from college. Please also complete the Additional Information to Support Alternative Travel Costs form on your Pay My Student account.

Books and uniform costs – we will make an appropriate payment to your course area so that they can purchase uniform and books for you.

Art materials- If you are studying within the Art department, we will make credit available in the college Art Shop for course materials.

Equipment - we will make an appropriate payment to your course area so that they can purchase equipment for you to borrow for the duration of your course. Please be aware that you will need to return this equipment at the end of your course or if you leave college.

UCAS application fees and university visit costs – UCAS fees may be paid to your bank account when you send us your UCAS personal ID number. For university visits please email bursary@boston.ac.uk to request an additional form to complete for this.

Further Education Free Meals (FEFM) or bursary food award - Cashless Catering System (CCS) – if you have been awarded food on the CCS then this will be uploaded automatically each day. Any unused credit is cleared at the end of the day and a new amount issued for the following day, as such there is no carry forward of any unused bursary or FEFM food credit. You can access your credit to buy food from the various food outlets around campus using a finger scanner or the Fusion App. To use the finger scanner, you will need to have a scan taken of your finger and will need signed parental permission for this if you are under 18. Permission forms are available from Learner Services. Alternatively, you may prefer to use the Fusion app, details of this can be found on your Boston College VITAL page once you have enrolled.

Further Education Free Meals (FEFM) or bursary food - Bank payment - We will **only** make a payment to your bank account each week if you study at SNMC or Spalding or attend a work placement and this will be based on your attended days. In all other cases credit will be added to CCS.

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

Exceptional circumstances – we may award support outside of that indicated above in exceptional circumstances only and then only on the authority of Head of Safeguarding and Wellbeing.

Attendance and behaviour - Any award is dependent on your attendance and behaviour at college. If your attendance is below 90% it may affect future payments. In addition failing to maintain the standards set out in the Learner Code of Conduct may also affect these payments.

Appeal your award. You can make an appeal regarding your award by writing to the Head of Safeguarding and Wellbeing, 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. If you have not had an email from us 3 weeks after you applied, you may wish to contact bursary@boston.ac.uk for an update.

Application 3rd party. Please complete the 3rd party section of the application if you agree to that person being contacted regarding all bursary matters.

- When you input 3rd party details, you agree that we will use these details to send information regarding bursary in general and your bursary award, in addition to sending them to you.
- If you live independently from parents, please put your own details in the 3rd party section or leave it blank.

Award notice. We will advise any award to you, and any third party that you have listed on your application, by email. We will also let you, and your third party, know if we need further information or your application has not been successful in the same way.

Bank details. Only in exceptional circumstances, and with permission from Head of Safeguarding and Wellbeing, can we make payments to a parent/carer's bank account. As such please make sure the bank account details you input on your bursary application belong to the learner and not the parent/carer.

To request payment to parent/carer's bank account, please complete the [Additional Information Regarding Bank Details](#) form on your Pay My Student account.

Additional in year requests. Please email bursary@boston.ac.uk if you would like to request additional financial assistance from the bursary for any unforeseen college related costs. We will then send you a form to complete with details of your request.

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 the Learner Services Info Desk by calling 01205 365701 ext 3218

Full ESFA guidance is available on the government website.

[16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2024-to-2025-academic-year)