

## 2024/2025 - Information for Applicants

### 19+ Learner Support Fund (19+ LSF)

#### What is 19+ LSF?

19+ LSF is funded by the government to provide financial support for individuals with a specific financial hardship preventing them from taking part or continuing in learning. You may be able to get help with your travel, childcare, books or equipment, or other costs associated with coming to college. To qualify you must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is ESFA funded through the Adult Skills Fund (ASF).

This is a discretionary and limited fund and in general meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds.

#### Can I apply for 19+ LSF?

Any 19+ LSF award and payment is dependent upon you having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If you fail to maintain these requirements your 19+ LSF award and payments may be affected.

If you are classed as **19+ Continuer** or **hold an EHCP** you should apply to 16-19 Bursary and not 19+ LSF.

You can apply for 19+ LSF if you are 19 or over on 31/8/24 and enrolling on an ASF funded course and you are not using an Advanced Learner Loan for fees.

However, we will prioritise applicants who meet one of the following criteria:

- Live alone / with partner, with household income of under £45,000 or
- Live with parent and receive a personal income or
- Live with parent and you have no income or
- You are receiving one of the benefits listed below:
  - 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)

#### What help can I get from 19+ LSF?

You may be able to get support to help with college and work placement costs such as travel, equipment, uniform, books, trips, UCAS fees, 50% tuition fees, exam resit fees and childcare. 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 benefits listed above	Travel, books, equip, uniform, UCAS/resit fee, trips, childcare contribution, 50% of tuition fee
2	From £25,000 to £35,000	Travel, books, equip, uniform, childcare contribution
3	From £35,001 to £45,000	Travel

### **How to apply for 19+ LSF**

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 as 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, using your student number, date of birth and the password you created.
- You can now complete the application process.
  - If you select the “yes” option for childcare, we will send you an additional questionnaire to complete online. Once you complete this questionnaire, we will then contact your childcare provider for costs. Please consider whether you should commit to childcare costs before we have awarded support if eligible.

### **What evidence do I need to provide for 19+ LSF?**

You will need to upload your 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 the 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 above from April 2024
- Most recent certified annual profit and loss accounts for the self-employed

## **How 19+ LSF support is awarded and paid**

**Travel** – if you live more than 3 miles from college, we make appropriate payments for ad hoc travel such as Brylaine Smartcard, Stagecoach Flexi voucher, ticket costs or mileage allowance paid weekly to your bank account based on attended days.

**Books, equipment 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 Arts department, we will make credit available in the college Art Shop for course materials.

**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](mailto:bursary@boston.ac.uk) to request an additional form to complete for this.

**Childcare contribution** – this can be refunded to you on production of a receipt showing payment at the awarded rate or paid directly to your childcare provider when they send us an invoice for the awarded amounts only. You should pay any additional childcare fees. Please be aware that your childcare provider will need to be OFSTED registered.

**50% Tuition fee** – this will be paid by us directly to our Registry Team on your behalf once you have enrolled.

## **Other information regarding 19+ LSF**

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

**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](mailto: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](mailto:bursary@boston.ac.uk) for an update

**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.

**Additional in year requests.** Please email [bursary@boston.ac.uk](mailto:bursary@boston.ac.uk) if you would like to request additional financial assistance from the bursary for any unforeseen college related costs.

**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 2<sup>nd</sup> year of their L3 course and who turned 19 during the 1<sup>st</sup> year of their L3 course.

**Any questions?** If you have any further questions, please contact: Learner Services Info Desk – 01205 365701 ext 3218.

Full ESFA guidance is available.