

2024/2025 - Information for Applicants

Loans Bursary Fund (LBF)

What is LBF?

LBF 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. To qualify you must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is Advanced Learner Loan funded and that is subject to inspection by a public body that assures quality (e.g., Ofsted).

Can I apply for LBF?

You can apply for LBF if you are 19 or over on 31/8/24 and enrolling on a course where you have an Advanced Learner Loan for course 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?

This is a discretionary and limited fund and meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds. Due to extremely limited funds we aim to provide support for travel and childcare costs only.

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, up to £100 per week childcare contribution
2	From £25,000 to £35,000	Travel, up to £50 per week childcare contribution
3	From £35,001 to £45,000	Travel

How to apply for LBF

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 LBF?

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 LBF 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.

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.

Other information regarding LBF

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

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.

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 if you would like to request additional financial assistance from the bursary for any unforeseen college related costs.

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

Full ESFA guidance is available.