

## **2025/2026 - Information for Applicants**

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

**Please read this information before completing your bursary application**

#### **What is 19+ LSF?**

19+ LSF is funded by the Adult Skills Fund (ASF) to provide financial support for individuals with a specific financial hardship preventing them from taking part or continuing in learning. If you apply and qualify it can help with college related costs.

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.

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

Our tiering system helps 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.

<b>Tier</b>	<b>Qualifying criteria</b>	<b>Support available by Tier</b>
1	Under £25,000 or benefits listed below	Travel, books*, equipment*, uniform*, UCAS/resit fee, trips, up to £100 per week childcare contribution, up to £500 of tuition fee
2	From £25,000 to £35,000	Travel, books*, equipment*, uniform*, up to £75 per week childcare contribution
3	From £35,001 to £45,000	Travel, up to £50 per week childcare contribution

\*= if these costs are not included in your course funding

#### **Who can apply?**

You can apply for 19+ LSF if:

- you are 19 or over on 31/8/25 and enrolling on an ASF funded course and you are not using an Advanced Learner Loan for fees

**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
  - 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

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

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

You can apply for 19+ LSF at any time during the academic year once we have opened the online application portal.

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

To apply for 19+LSF, register or sign in on the Pay My Student Portal using the link 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 19+ LSF?**

Upload supporting evidence to your Pay My Student account so that we can assess your application do not email it to us.

If you are claiming Universal Credits or Tax Credits **the only** acceptable evidence is:

- All pages of Universal Credit Award notices for the last 3 months. To do this 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.

**Or**

- All pages of Full Tax Credit Award notice for 2025/2026

**Important** - We need to see all pages of each award to gather the information required to process your application. We cannot accept only the first page of each award or part pages of each award. Bursary support will be delayed until we receive the full supporting evidence stated above.

If you are not claiming Universal Credits or Tax Credits, 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
- Most recent certified annual profit and loss accounts for the self-employed
- Most recent letter showing your entitlement to one of the benefits listed below from April 2025
  - 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

## **If awarded to you, this is how 19+ LSF support will be paid**

### **Travel**

19+ LSF can make payments for travel such as bus or train ticket costs or mileage allowance paid to your bank account if you have been awarded this. See below for more details:

- Mileage allowance is paid in advance each Friday but is based on past attendance. If register check show days not attended, your weekly payment will be reduced accordingly. Please make sure to add your fuel receipts on the Upload Receipts for Refund form on Pay My Student
- Ticket costs are paid each Friday. Your first payment will cover 2 weeks travel. Following this we will pay weekly based on your attendance. Please make sure to add your tickets on the Upload Train or Bus Tickets for Refund form on Pay My Student

### **Books, equipment and uniform costs**

Credit will be available to use in the Boston College online shop if these costs are not included in your course funding.

### **Art materials**

Credit will be available to use in the Boston College online shop if these costs are not included in your course funding.

### **UCAS application fees and university visit costs**

UCAS application fees can be paid to your bank account when you upload proof of your UCAS application onto your Pay My Student account. University visit costs will be paid as advised in your awarding email.

### **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.

### **Tuition fee support**

This will be paid by us directly to our Registry Team on your behalf once you have enrolled.

## **Further information regarding 19+ LSF**

**Department of Work and Pensions (DWP).** It is your responsibility to tell the Department of Work and Pensions (DWP) about any support you receive from 19+ LSF and this may affect your eligibility to some benefits.

**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 Student 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](mailto:info@boston.ac.uk)

Application progress and timescale. We aim to take 15 working days to process your application. As we expect to receive a high number of applications by mid-July, processing times may initially be longer than 15 working days. However, you will be able to see the progress of your application by logging onto your Pay My Student account. Please see below for application status codes you may see, and what they mean:

Status Code	Applicant action	Boston College action
Incomplete	Make sure to add evidence and sign the application	NA
New online application	NA	New online application waiting to be processed by Bursary Office
Awaiting evidence	Needs evidence action by applicant	NA
Awaiting further information	Needs more info such as questionnaire response	NA
1 <sup>st</sup> assessment	NA	Waiting to be approved, declined or referred
2 <sup>nd</sup> assessment	NA	Waiting to be approved, declined or referred
Second application	NA	Additional request waiting to be approved, declined or referred
Approved	NA	Approved but waiting further bursary payment action
Declined	NA	Declined and waiting final action by Bursary Office
Referred	NA	Referred back to SWO or Bursary Office for further action
Approved – award complete	NA	Approved, payments set up and emails to relevant parties sent
Approved-awaiting for travel info	Add your TRA number to the form on your Pay My Student application	Approved, payments set up and emails to relevant parties sent but need TRA number
Approved-awaiting bank details	Add your bank details to your Pay My Student application	Approved, payments set up and emails to relevant parties sent but need bank details adding by applicant
Not enrolled	NA	Used when an applicant has never enrolled or started a course at BC
Withdrawn	NA	Used when a student withdraws or is withdrawn in year
Application cancelled	NA	Used when an applicant no longer wishes to proceed with bursary application
Declined - application not complete	Complete and sign your application if you would like it considered for bursary support	All follow up emails sent but application still not complete or signed

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

Weekly bank payments. Mileage and/or food allowance is only paid from the date your award is approved. We pay in advance each Friday, but payments are based on previous attendance, for example:

Date payment received	Payment to be used for	Payment based on attendance for
Friday of Week 20	Week 21	Week 19
Friday of Week 21	Week 22	Week 20

Additional in year requests and Changes of Circumstance. If you would like to request extra financial support from the bursary for any unforeseen college related costs or advise us of a change in circumstances, please complete the relevant form on your Pay My Student account.

Qualifying criteria. You must be enrolled on a Department for Education (DfE) Adult Skills Fund (ASF) funded course and meet residency criteria shown in Department for Education (DfE) funding regulations and should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted).

Any questions? If you have any further questions, contact the Student Services Info Desk by calling 01205 365701 ext. 3218.

All information is correct at the time of publication but may be subject to change.