

2025/2026 - Information for Applicants

Loans Bursary Fund (LBF)

Please read this information before completing your bursary application

What is LBF?

LBF is funded to help disadvantaged loan funded learners to overcome costs associated with study which may prevent them from taking part in or continuing in learning.

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 LBF?

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.

| Tier | Qualifying criteria | Support available by Tier |
|-------------|--|--|
| 1 | Under £25,000 or benefits listed below | Travel, up to a maximum of £50 per week childcare contribution |
| 2 | From £25,000 to £35,000 | Travel, up to a maximum of £30 per week childcare contribution |
| 3 | From £35,001 to £45,000 | Travel |

Who can apply?

You can apply for LBF if:

- you are 19 or over on 31/8/25 and enrolling on a course where you have an Advanced Learner Loan for course fees, and you have passed the liability point
- 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

When to apply for LBF

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

How to apply for LBF

To apply for LBF, 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 LBF?

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 LBF support will be paid

Travel

LBF 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

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.

Further information regarding LBF

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 LBF 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

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 st assessment | NA | Waiting to be approved, declined or referred |
| 2 nd 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-waiting 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 an Advanced Learner Loan 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). In addition, you must have an Advanced Learner loan approved from Student Loan Company (SLC) and have passed the liability point.

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.