

2026/2027 - Information for Applicants for 16-19 Bursary
Includes Discretionary (DB) and Vulnerable (VB), Further Education Free Meals (FEFM)

Please read this information before completing your bursary application

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 Department for Education (DfE). If you apply and qualify it can help with college related costs, including Further Education Free Meal (FEFM) for certain qualifying students.

16-19 Discretionary Bursary (DB) - This is a discretionary and limited fund; any award depends on your financial need to cover college related costs and our available funds and is not guaranteed.

16-19 Vulnerable bursary (VB) - Meeting the eligibility criteria does not guarantee an award, which depends on your financial need to cover college related costs.

Further Education Free Meals (FEFM) - If you apply and qualify for FEFM you will be entitled to free meals credit even if no other bursary award is made.

Important -The entitlement to FEFM based on previously receiving FSM has now ended. Only receiving one of the benefits listed below will entitle you to food through the FEFM scheme:

FEFM benefits:

- Income-related Employment and Support Allowance
- Guaranteed element of State Pension Credit
- Universal Credit
- Support under Part VI of Immigration and Asylum Act 1999

What help can I get from Discretionary Bursary (DB)?

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 income	Support available by Tier
1	Under £25,000	Travel, books, equipment, uniform, UCAS fee, up to 1 exam resit fee, trips and university visits, bursary food credit, industry placement costs, FEFM, C2L top up
2	From £25,000 to £35,000	Travel, books, equipment, uniform, industry placement cost, FEFM, C2L top up
3	From £35,001 to £45,000	Travel, industry placement cost, FEFM, C2L top up
4	Over £45,000	FEFM, C2L top up plus any support at the discretion of Head of Safeguarding and Wellbeing

Who Can Apply?

You can apply for 16-19 Bursary (DB) if:

- You are over 16 and under 19 on 31 Aug 2026
- or**
- You are over 19 on 31 Aug 2026 **and** have on EHCP
- or**
- You are over 19 on 31 Aug 2026 **and** classed as a “19+ Continuer”

We use a tiering system based on household income to target the most bursary support to those on the lowest incomes, and the upper income threshold for this is £45,000 per year. However, all applications will be considered regardless of income, but we will prioritise giving bursary support to those who can show evidence of financial need **and** whose:

- household gets one of the FEFM benefits **or** has income of less than £45,000
- or**
- household gets one of the FEFM benefits **or** has income over £45,000 with a large family or other extenuating circumstances

Qualifying criteria. You must be enrolled on a Department for Education (DfE) 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). Students on waged apprenticeship programmes, or any waged learning or training, are not eligible for the 16-19 Bursary fund.

19+ Continuer. This only applies to some Level 3 learners who are progressing to the 2nd year of their Level 3 course and who turned 19 during the 1st year of their L3 course.

When to apply for bursary

We strongly recommend that you submit a bursary application, with correct evidence as detailed below, no later than 20th July 2026, even if Boston College is not your first choice for 26/27.

We will accept applications after this, but it is likely that all support you may be awarded, including food credit and travel costs, may not start for several weeks after you apply.

How to apply for Discretionary Bursary (DB)

To apply for bursary, 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 or reference 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 that 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 or reference number, date of birth and the password you created.
- You can now complete the bursary application process.

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

If you are claiming Universal 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.

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

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, 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 2026
 - 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
 - State pension

Vulnerable Bursary (VB)

You will qualify for Vulnerable Bursary (VB) if you (the student) are **under 19 and** meet one of the following criteria and provide the relevant evidence shown below:

- Are in care
 - CiC status letter needed as evidence
- Have been in care and are now classed as a Care Leaver
 - CL status letter needed as evidence
- Receive Income Support or Universal Credit because you are financially supporting yourself
 - Income Support or Universal Credit award documents
- 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
 - Income Support or Universal Credit award documents
- Receive Employment Support Allowance or Universal Credit as well as Disability Living Allowance or Personal Independence Payment in your own right
 - documents showing you receive both of these in your own right needed as evidence

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, register or sign in on the pay My Student Portal using the link below:

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

To register please follow the steps below:

- On the left-hand side of the page, input your student or reference 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 that 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 or reference number, date of birth and the password you created.
- You can now complete the application process.

If you need help with this, please contact our Safeguarding and Wellbeing Officers (SWOs) at support@boston.ac.uk

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 Student Services.

If awarded to you, see below for how bursary support will be paid (DB and VB)

LCC travel pass

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

Important – if you would like an LCC travel pass, you will need to make a separate application to them for this. Please visit the Post 16 Transport page at [Apply for post 16 transport – Before you apply - Lincolnshire County Council](#) Once you have applied, LCC will advise the outcome of your application including a TRA number (e.g. TRA*****), you can add this TRA number to your application at any time by completing the “Add your TRA Number for LCC Travel Pass” form on your Pay My Student account, do not email it to us.

Important - If bursary is awarded to pay for this, it can take 20 working days after the date that the bursary payment is made before LCC send your travel pass.

It is the parent/carer’s responsibility to cover the cost of any travel to college until your travel pass arrives. We are unable to refund tickets for travel.

Other travel awards

Bursary may make payments for alternative 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 so that you have funds for travel for the following week, but it is based on past attendance. If register check show days not attended, your weekly payment will be reduced accordingly.

Important - Please make sure to add your fuel receipts on the Upload Receipts form on Pay My Student once every month.

- Ticket costs are paid each Friday so that you have funds for travel for the following week. However, these payments will be based on the previous attendance. If register check show days not attended, your weekly payment will be reduced accordingly.

Important - Please make sure to add your tickets on the Upload Train or Bus Tickets form on Pay My Student once every month.

Further Education Free Meals (FEFM) or bursary food award - Cashless Catering System (CCS)

Credit will be uploaded automatically for each day you are timetabled to be at college only. There is no carry forward of any unused bursary or FEFM food credit. You can access your credit to buy food from the food outlets around campus using your student ID card at the till. Where we identify ongoing absence, we will suspend your food credit until you let us know you are attending again.

Further Education Free Meals (FEFM) or bursary food (if studying at SNMC or Spalding) - Bank payment

We will make a payment to your bank account each week and this will be based on your attended days. If register check show days not attended, your weekly payment will be reduced accordingly.

Important - Please make sure to add your food receipts on the Upload Receipts form on Pay My Student once a month to evidence purchase of food

Further Education Free Meals (FEFM) or bursary food (when on work placement) - Bank payment

We will make a payment to your bank account each week which will be based on the placement days you log onto Grofar only. We may adjust future payments based on placement attendance as verified by the employer. **Important** - Please make sure to add your food receipts or travel tickets on the Upload Receipts form on Pay My Student weekly.

Books, uniform and trip costs - Credit will be available for you to order these items through the Boston College online shop.

Art materials - Credit will be available for you to order these items through the Boston College online shop.

Equipment - Credit or discount will be available so that you can order equipment to borrow for the duration of your course from the Boston College online shop. Please be aware that you will need to return this equipment at the end of your course or if you leave college in year.

Laptop Loans - Credit or discount will be available so that you can order a laptop to borrow for the duration of your course from the Boston College online shop. Please be aware that you will need to return this equipment at the end of your course or if you leave college in year.

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.

Care to Learn C2L top up – will be paid directly to your childcare provider in the same way as your C2L funded support.

Further information regarding 16-19 Bursary

Weekly bank payments. If you receive a weekly bank payment for food and travel but do not upload receipts as requested, your weekly payment may be suspended.

Exceptional circumstances. We may award support outside of that indicated above in exceptional circumstances only, and then only on the approval 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

Parent/carer details. Complete the parent carer section of the application if you agree to that person being contacted regarding all bursary matters.

- When you input parent/carer details you agree that we will use these details to send information regarding bursary in general including your bursary award, in addition to sending them to you.
- If you live independently from parents or carers, put your own details in the parent / carer section or leave it blank.

Award notice. We will advise any award to you, and any parent/carer that you have listed on your application, by email. We will also let you, and your parent/carer, 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 of Head of Safeguarding and Wellbeing, can we pay to a parent/carer’s bank account. As such make sure the bank account details you input on your bursary application belong to the student and not the parent/carer. To request payment to a parent/carer’s bank account, complete the Request to Use Parent/Carer Bank Details form on your Pay My Student account.

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, eg:

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 email bursary@boston.ac.uk to request that the relevant form is added Pay My Student account.

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

Application progress and timescale. We can take up to 15 working days to process your application. We expect to receive a high number of applications at the beginning of the academic year, so 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.

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

Full Department for Education (DfE) guidance is available.

[16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#)