

2026/2027 - Information for Applicants for 19+ Learner Support Fund (19+ LSF) and Care Leavers Support Fund (CLSF) -

Please read this information before completing your 19+ LSF or CLSF application

What is 19+ LSF?

19+ LSF is funded by the GLCCA through 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.

Important- 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.

Tier	Qualifying criteria	Support available by Tier
1	Under £25,000 or benefits listed below	Travel, books*, equipment*, uniform*, UCAS and AAT fee, maximum of 1 exam resit fee, trips, 25% childcare fee refund (up to £50 per week)
2	From £25,000 to £35,000	Travel, books*, equipment*, uniform*, 25% childcare fee refund (up to £50 per week)
3	From £35,001 to £45,000	Travel, 25% childcare fee refund (up to £50 per week)
4	Over £45,000	At Head of Safeguarding and Wellbeing's discretion

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

Who can apply for 19+LSF?

You can apply if:

- you are 19 or over on 31/8/26 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
 - State Pension

If your household income is greater than £45,000 you may still apply for bursary support and your application will still be considered.

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

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 \(paymystudent.com\)](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.

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 **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.

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 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

What is Care Leavers Support Fund (CLSF)?

CLSF is funded by the GLCCA through the Adult Skills Fund (ASF) to provide financial support for qualifying care leavers if you (the student) are **19 or over but under 25** 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.

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 CLSF

CLSF may be able to provide support with the following costs:

Travel, food credit, books*, equipment*, uniform*, UCAS and AAT fees, maximum of 1 exam resit fee, trips, up to £500 of tuition fee, % refund childcare fees

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

Important- It is your responsibility to tell the Department of Work and Pensions (DWP) about any support you receive from CLSF, and this may affect your eligibility to some benefits.

Who can apply for Care Leaver Support Fund (CLSF)

You will qualify for Care Leavers Support Fund (CLSF) if you (the student) are **19 or over but under 25** and have been in care and are now classed as a Care Leaver **and**:

- Are in the care of LCC, NLC or NELC
or
- Are resident within a Greater Lincolnshire Combined County Authority postcode

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 Care Leaver Support Fund (CLSF)

To apply, 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.

What evidence do I need to provide for Care Leaver Support Fund (CLSF)?

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:

- in the care of LCC, NLC or NELC you need to provide an official letter from a named social worker at LCC, NLC or NELC confirming you are a care leaver
or
- not in the care of LCC, NLC or NELC but are resident within a Combined County Authority (CCA) postcode you will need to provide a letter from your social worker confirming that you are a care leaver and your address is within the Greater Lincolnshire Combined County Authority (GLCCA)

If awarded to you, this is how 19+ LSF or CLSF support will be paid

Travel

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.
Important - Please make sure to add your fuel receipts on the Upload Receipts form on Pay My Student once every monthly
- Ticket costs are paid each Friday. We will pay weekly based on your attendance.
Important - Please make sure to add your tickets on the Upload Train or Bus Tickets form on Pay My Student once every monthly

Food Credit - 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 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.

Food Credit (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 weekly.

Books, equipment and uniform costs

Credit will be available for you to order these items through the Boston College online shop if these costs are not included in your course funding.

Laptop

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.

Art materials

Credit will be available for you to order these items 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.

Accreditation fees eg AAT fees

Credit will be available in the college online shop so that you can order a payment code for your AAT registration

Childcare contribution

Please remember that your childcare provider will need to be OFSTED registered.

We will make a refund to your bank account at the rate previously notified to you in your awarding email once you upload your receipts to your Pay My Student account showing your payment to the childcare provider.

Important – we do not pay your childcare provider directly and you are responsible for all of your childcare fees. We contribute towards your childcare fees from the bursary or support fund. We will not contribute 100% of your childcare fees due to limited funds.

Further information regarding 19+ LSF/CLSF

Exceptional circumstances. We may award support outside of that indicated above in exceptional circumstances only, and then only on the approval of the 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 can take up to 15 working days to process your application. As we expect to receive a high number of applications at the start of the academic year, 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.

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 email bursary@boston.ac.uk to request that the relevant form is added 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). For CLSF your qualifying course must be at least 60 Guided Learning Hours (GLH)

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.