

2026/2027 - Information for Applicants for 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.

Important - 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

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

Who can apply?

You can apply for LBF if:

- you are 19 or over on 31/8/26 and enrolling on a course where you have an Advanced Learner Loan for course fees approved, 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
 - 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 however, we will prioritise support to those students who are vulnerable or financially disadvantaged.

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. However, we are unable to make any payments until your Advanced learner Loan has been approved and you have passed the liability point.

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 \(paymystudent.com\)](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 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 **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

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. **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

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 LBF

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 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 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.

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.