

2025/2026 - Information for Applicants

16-19 Bursary (also for 19+ EHCP holders and 19+ Continuers)

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 learners.

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 of £2.58 per day even if no other bursary award is made.

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 or FEFM benefits listed below	Travel, books, equipment, uniform, UCAS fee, maximum of 1 exam resit fee, trips and university visits, food, industry placement costs
2	From £25,000 to £35,000	Travel, books, equipment, uniform, industry placement cost
3	From £35,001 to £45,000	Travel, industry placement cost

Receiving any of the benefits listed below will entitle you to food through the FEFM scheme even if no other award is made:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- 'Guaranteed' element of State Pension Credit
- Child Tax Credit (maximum gross income £16,190) **only**
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa after tax and excluding any benefits.
- Support under Part VI of Immigration and Asylum Act 1999
- Working Tax Credit Run On **only** (not Working Tax Credit)

Who Can Apply?

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

- You are over 16 and under 19 on 31 Aug 2025 **or**
- You are over 19 on 31 Aug 2025 **and** have on EHCP **or**
- You are over 19 on 31 Aug 2025 **and** classed as a “19+ Continuer”

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

When to apply for bursary

We strongly recommend that you submit a bursary application, with correct evidence as detailed below, no later than 7th July 2025, even if Boston College is not your first choice for 25/26.

We will accept applications after this, but it is highly likely that until December, 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 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 Discretionary Bursary (DB)?

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

Vulnerable Bursary (VB)

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

- Are in care
- Have been in care and are now classed as a Care Leaver
- Receive Income Support or Universal Credit because you are financially supporting yourself.
- 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.
- Receive Employment Support Allowance or Universal Credit as well as Disability Living Allowance or Personal Independence Payment in your own right.

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 \(paymystudent.com\)](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.

If you need help with this, contact our Safeguarding and Wellbeing Officers (SWOs).

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, this is 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 after you have enrolled at college. If you have already paid LCC we understand they will refund you directly once they receive the bursary payment from us.

If you would like an LCC travel pass, you will need to make an application to them for this. Once you have applied, LCC will advise the outcome of your application including a TRA number (e.g. TRA*****), please add this TRA number to your application by completing the Add your TRA Number for LCC Travel Pass form on your Pay My Student account, do not email it to us.

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.

Non LCC travel

Bursary can 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 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, uniform and trip costs

Credit will be available to use in the Boston College online shop.

Art materials

Credit will be available to use in the Boston College online shop.

Equipment

Credit will be available so that you can purchase 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.

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.

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 a finger scan at the till or the Fusion App. To use the finger scan, you will need to have a scan taken of your finger and will need parental permission for this if you are under 18. Alternatively, you can use the Fusion app, details of this can be found on your Boston College VITAL page once you have enrolled. 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. Please make sure to add your food receipts on the Upload Receipts for Refund form on Pay My Student.

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. Please make sure to add your food receipts or travel tickets on the Upload Receipts for Refund form on Pay My Student.

Further information regarding 16-19 Bursary

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

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.

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, 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, 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) 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).

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

Apprenticeships. Students on waged apprenticeship programmes, or any waged learning or training, are not eligible for the 16-19 Bursary fund.

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.

Full Department for Education (DfE) guidance is available here:

[16 to 19 Bursary Fund guide: 2025 to 2026 - GOV.UK](#)