

June 2025

Next Review Date: June 2026

POLICY

16-19 Bursary Fund Policy

For QUEST Schools

Company Number 09306360

University Collegiate School Bolton



University Collegiate School

16-19 Bursary Fund Policy - What is it?

The 16 – 19 Bursary Fund is a grant calculated and paid by the Education and Skills Funding Agency (ESFA). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation.

Students may apply to the Discretionary 16-19 Bursary Fund for financial assistance at the start of the academic year.

Further information on the 16-19 Bursary Fund can be found at:

<https://www.gov.uk/1619-bursary-fund>

Am I Eligible?

There are two types of 16-19 Bursary awards available:

- Bursaries for defined vulnerable groups of up to £1,200 per year;
- Discretionary bursaries.

Students must satisfy the Government's residency requirements for publicly funded courses in Sixth Form schools. Students aged 19 and over are eligible to receive a Discretionary Bursary only if continuing on a study programme which began aged 16 – 18 or have an Education, Health and Care Plan (EHCP).

You must:

- be at least 16 and under 19 on 31 August 2025
- study at a publicly funded school or college, or be on an unpaid training course
- meet the residency requirements - your school or college can check this

Bursary for students in vulnerable groups

You may be able to get a bursary if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

UCS Bolton can pay up to £1,200 per year for study programmes lasting for 30 weeks or more, programmes less than 30 weeks will be paid on a pro rata basis. The UCS will agree with the student how the award can be used to support them.

The criteria for the award are set by the ESFA and must be strictly adhered to. Proof must be provided to the school to confirm eligibility for this award.

Discretionary Awards

These awards are more flexible and can be awarded to any student deemed eligible by the school and include the following:

Travel - The principal assistance provided to students is to cover excessive transport costs to and from UCS Bolton. We will only support the cheapest form of return travel to UCS Bolton by public transport.

The level of support is linked to the available household income and circumstances. All applications should state the mode of travel and from where the journey commences. In the first instance, students should apply for the Greater Manchester Our Pass if 16–18-year-old or the Scholar's Permit (16–19-year-old) or the 16-25 year old Rail Card. Students will be asked to provide evidence of the expenditure, such as a used ticket. Should attendance fall below 95%, UCS Bolton may reduce the amount paid to reflect attendance.

Details of Household Income	Travel Support Provided
Students eligible for Free School Meals (Application for FSM made to Bolton County Council and notified to UCS)	Full cost of public transport provided for if not eligible for Our Pass
Students in a household with income of less than £25,000 per annum	Full cost of public transport provided for if not eligible for Our Pass
Students in a household with income of more than £25,001 and less than £35,000 per year	We expect all students or their parents/carers to contribute towards the cost of travel. This is currently £14 per week. The amount of travel costs by rail or bus more than £14 per week can be claimed from the bursary fund.

Students eligible for Free School Meals or in households with income less than £25,000 per year may apply for the following:

- **Books materials and equipment** needed to complete the chosen course.
- **Meal allowance**
- **Mandatory course trips**
- **Interviews and Open days at Universities** (travel costs to and from the University) Awards are payable to the student and will be settled to their bank account on receipt of evidence of the expenditure incurred.

Prioritisation at UCS Bolton

All funds are discretionary, subject to availability of funds, and if demand exceeds the UCS allocation, reduced awards may be given.

Priority for discretionary awards is given to support students with transport costs. Once bursaries for transport costs have been allocated, consideration will be given to other applications, providing this is affordable within the amount received from the ESFA.

Proof of Income

Proof of income will be required from all members of the household / those supporting the student, this can include:

- A P60 for the latest full tax year
- Last three months' wage or salary slips
- Benefit Entitlement Letter
- Full Tax Credit Award Notice
- Annual Tax Summary issued by HMRC for last full tax year
- SA302 Tax Calculation Form
- Certified accounts, if self-employed.

The student must inform school immediately of any changes to status, otherwise money may have to be paid back.

Qualifying Condition Requirements

All young people who wish to apply for the bursary must meet the following conditions:

1. Attendance: on or above school target (95%) unless there is a valid reason why this level of attendance cannot be achieved. All young people must endeavor to meet punctuality and attendance requirements.
2. Behaviour: All young people must behave appropriately and submit work of an appropriate level and to the required deadlines.
3. All students must adhere to the terms of our Sixth Form Learning Agreement. If the young person does not meet these conditions, the school reserves the right to withdraw or suspend Bursary payments.

How do I apply?

Application forms are available for collection from Reception or are available to download on our website. These should be completed and returned to Reception.

Students in receipt of a Bursary in year 12 will need to re-apply in year 13.

Requests for other support should be submitted as the need arises.

How long will it take for my application to be considered?

Applications are considered as soon as possible after receipt, but within a month at the very most. Applications are considered by the Headteacher/School Business Manager/ Head of Sixth Form.

Any information provided as part of the application process will be confidential and treated with sensitivity.

Successful applicants will receive an email confirming the amount awarded. Payment of the award will be determined by UCS Bolton – this may be to the student, travel company, or other party. The email will inform the student how the bursary will be paid.

If further information is needed to support the application, a letter will be sent requesting this before a decision can be made. A letter will be sent informing the student if the application is not successful and the reason why, referring to the criteria specified above.

Can I apply more than once?

Yes – applications can be made at any time during the school year.

Is there a limit to the monies I can apply for?

The monies provided to the school are limited, however, and consideration needs to be given to ensuring sufficient monies are made available to those students who need the most assistance. Careful consideration will be given to each application.

Appeals

If your application is unsuccessful, you may appeal against the decision by writing to the CEO. Your letter needs to include what you applied for, the amount you applied for and why you feel the application should have been successful, referring to the criteria within this policy.

Signed by:

Chair of Trustees

Date



UCS Bursary Application Form – 2025/26

Please return completed form to Reception

First Name	Surname
Date of Birth	Age on 31 st August 2025
Home Address	Home phone number Mobile number
Postcode	
E-mail address	
Have you the right of abode and been resident in the UK for the last 3 years? Yes / No	

Name of course/subjects
Number of days attendance at UCS Bolton

Financial Assessment and Qualifying Benefits

16-19 Bursary Scheme - To qualify you must be aged 16 or over and under 19 on 31 August 2025 and meet the ESFA's (Department for Education) residency criteria. All bursaries are paid to enable the student to attend the UCS and will only be paid if the student's attendance and behaviour meet the required standard.

DISCRETIONARY BURSARY

Please indicate which category you are applying for:

Category	Please tick	Amount
Travel*		
Meal allowance		
Books/Equipment *		
Mandatory Course trips		
Interviews/Open days at University		

**Receipts must be provided and evidence of Our Pass, Scholar's Permit or 16-25 Rail Card.*

Your **total** household income is one of the criteria to help us assess your application. Please detail below your total household income and the type of evidence which has been included with the application. Additional space is provided below for details that don't fit in the individual household member columns on the following page.

Household details Please state who lives with you and their relationship to you			
Name	Relationship to you	Annual income	Evidence provided
Name of parent/carer			
Mobile number			
e-mail address			
Any other additional information			

*Please tick ALL that apply to you and provide SUPPORTING EVIDENCE.
Evidence should be dated no more than 3 months old unless otherwise stated.
It is YOUR responsibility to provide copies of the relevant evidence (see Notes).*

Universal Credit (Evidence – universal credit award statement)	
Tax Credits – Working Tax Credits and Child Tax Credits (Evidence: Full copy of 2025/2026 Award Notice Letter)	
Jobseeker's Allowance (JSA) – Low Income Benefits e.g. Income Support (Evidence: DWP letter within three months of application)	
Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) (Evidence: Letter dated within three months of the application)	
Guaranteed element of State Pension Credit (Evidence: Letter dated within three months of the application)	
Earned income with/without WTC but no other additional benefits (Evidence: three months' pay slips or six weekly pay slips)	
Self-employed earnings with/without WTC but no other additional benefits (Evidence: Audited accounts or tax return)	

VULNERABLE LEARNER BURSARY

Please indicate which category you are applying for

Category	Please tick	Amount
Vulnerable Bursary fund		

To Qualify you must fall into one of the categories below and produce the required evidence.

*Please tick ALL that apply to you and provide SUPPORTING EVIDENCE.
Evidence should be dated no more than 3 months old unless otherwise stated.
It is YOUR responsibility to provide copies of the relevant evidence (see Notes).*

Are you (student) in receipt of Income Support or Universal Credit? Evidence required - Income Support or Universal Statement Letter	Yes / No
Care leaver or currently looked after in care? Evidence Required - Letter from Local Authority	Yes / No
Disabled student in receipt of Disability Living Allowance or Personal Independence? Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right	Yes / No

Payment

Please provide your bank details below. 16-19 bursaries must be paid to the student's personal bank account. The UCS may choose to pay the bursary in kind, for example by providing a travel card.

Applicant's bank details	
Full name of account holder	
Name of bank/building society	
Sort code	Account number
Building society roll number	

Declaration

I declare that the information on this form is true and accurate to the best of my knowledge. I make this claim for a bursary fully aware that false statements can lead to the refusal or withdrawal of any financial support and may be treated as fraud against the UCS.

I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

I understand that monies I receive will be paid on the condition that standards of behaviour and attendance are met; in-particular, if attendance falls below 95% I may see any travel bursary reduced by the same factor.

I will notify the UCS of any changes to household income or other factors that may affect eligibility for a bursary.

I confirm that I have read the UCS Bursary Fund Policy.

I understand that all funds are discretionary subject to availability of funds and if demand exceeds the UCS allocation, reduced awards may be given.

Student Signature:

Dated:

Parent/Carer Signature:

Dated:

Office Use Only

Criteria for support met?	Yes / No
Was application approved?	Yes / No
Amount Awarded	£