



16 to 19 Bursary Fund checklist

You should use this checklist when assessing student applications for support from the 16 to 19 bursary Fund.

Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups, for example in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. **No student should automatically receive £1,200.**
- Appropriate evidence seen and copies retained to confirm student's eligibility.
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf) wherever possible. Receipts should be retained.
- Support awarded in cash (via BACs) for travel, meals, books or equipment. Receipts should be obtained/retained.
- Award letter/written agreement issued to student.

Discretionary bursary

- Evidence to confirm the student meets the institution's bursary fund criteria, including household income and statement of actual participation costs.
- Evidence of income and overall eligibility obtained and copies retained.
- Assessment of student's actual financial needs carried out. **Block, blanket or flat rate payments are not permitted – the bursary award should reflect the actual costs the student has.**
- Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf) wherever possible. Receipts should be retained.

- Support awarded in cash (via BACs) for travel, meals, books or equipment. Receipts should be obtained/retained.
- Award letter/written agreement issued to student.