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). Receipts should be retained.

☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

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). Receipts should be retained.

☐ Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.