

Applying to the 16-19 Bursary Fund 2025-26

If you are worried about the additional costs involved in coming to college you can apply for financial support from the means-tested 16-19 Bursary Fund.

The following guidance information will help you to complete your Bursary Application Form and explains the evidence you'll need to support your application.

**Please read through this guidance before completing your application:
an incomplete form and/or incorrect or missing evidence is likely to delay any
support you might be eligible for.**

How does the process work?

- After reading this guidance, if you decide to apply, you will need to complete an application form and attach supporting evidence (household income and your bank account details)
- The outcome of your application will be sent via email to your **WQE email account**.
- If your application is successful, we will provide details of the support you are eligible for as part of your bursary award. The Student Services team will be happy to provide further guidance if needed – if in doubt, please ask us.
- If your application is unsuccessful, you will be given a reason why.
- Students can, in either case, share the outcome with their parent/carer.

What does the bursary cover and what could I be eligible for?

The aim of the 16-19 Bursary fund is to support eligible students with costs you will incur by remaining in education. The amount you will receive will vary depending on your individual circumstances, but support can cover:

- Help with travel to college
- Meal support
- Specific course related costs (stationery, calculator, revision guides/additional textbooks, art materials, sports kit)
- Contribution towards college trips
- Contribution towards attending university Open Days and interviews
- UCAS application fee (Year 2 students only)

Students (without an EHCP) age 19+ at the start of their course may be eligible to apply for discretionary support. Limited funding is available, students should see the Student Services Team to discuss their individual circumstances.

Eligibility and Support 2024/25

	Description	Meals *	Transport (Living more than 2 miles from the College)	Essential kit and materials	Trips and Visits	UCAS fee
A	Enhanced Bursary. Student is either: - Looked after by the Local Authority or is a Care Leaver - In receipt of Income Support or Universal Credit in their own name. - Disabled and in receipt of Employment and Support Allowance and either Disability Living Allowance or Personal Independence Payment in their own name.	Enhanced daily allowance on your WQE card	Full support for your travel costs.	Provision in-kind or reimbursement of cost for essential course related equipment and resources.	100% towards trips that directly enhance your studies. (Maximum of £200 per trip)	Paid
B	Gross annual household income of below £22,000 Gross household income is the total amount of earned income plus any Income Related Benefits, Universal Credit or Tax Credits received	Daily allowance on your WQE card	Provision of term bus pass (or equivalent contribution to other travel costs).	Individual allowance of up to £300 per year for specific course related equipment and resources to be provided in-kind or reimbursed.	80% towards trips that directly enhance your studies. (Maximum of £150 per trip)	Paid
C	Gross annual household income in range £22,000 - £33,000 Gross household income is the total amount of earned income plus any Income Related Benefits, Universal Credit or Tax Credits received	Daily allowance on your WQE card	Contribution to term bus pass of up to 80% of the relevant annual Arriva or Flexi bus pass (or equivalent contribution to other travel costs).	Individual allowance of up to £200 per year for specific course related equipment and resources to be provided in-kind or reimbursed.	50% towards trips that directly enhance your studies. (Maximum of £100 per trip)	Paid

* Meal support for students studying off-site at Studio 79, LCPA or BACA will be paid via weekly BACS transfer

What evidence do I need?

- For all applications we need to see evidence of **the student's** bank details.
- The ESFA funding guidance states that we should not pay bursary support to anyone other than the student.
- The account must be in your name alone. If you have an account with your parent/carer named as a trustee, we are unable to accept this for the purpose of the bursary. You will need to open an account in your own name alone.
- Your bank account evidence needs to be a copy of your bank card or a statement from your bank or building society. It must clearly display your full name, sort code and account number.
- Other evidence required will depend on the criteria that makes you eligible for bursary support.

Are you a student who is in care, a care leaver or living independently?

The **Enhanced Bursary** provides further support for the most vulnerable students. The table below shows the students who are eligible for this support and the evidence required:

Eligibility Criteria	Evidence Required
Students currently in care or who have left care	Written confirmation of your current or previous looked-after status from the local authority who looks after you or is providing your leaving care services
Students in receipt of Income Support or Universal Credit in their own right	A copy of your Universal Credit or Income Support award notice and evidence that you are living independently and financially supporting yourself and anyone who is dependent on you and living with you e.g. a tenancy agreement or utility bill
Students in receipt of Employment and Support Allowance and Disability Living Allowance or Personal Independence Payment in their own right	A copy of your Universal Credit claim from Department for Work and Pensions. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided

Discretionary Bursary: Household Income

If your household income is less than £33,000 you may be eligible for support from the Discretionary Bursary fund. Please note that this includes income from Benefits **and** earnings.

The evidence required will depend on which of the below your parent/carer is in receipt of:

- Universal Credit with a household income of below £33,000
- Income Based Job Seekers Allowance
- Income Based Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Income Support
- Support from the National Asylum Support Service
- Tax Credits with a household income of below £33,000

Universal Credit with gross household income below £33,000

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Universal Credit we will need to see the **three most recent Universal Credit monthly statements**; these can be accessed via the online portal. **Please make sure you send the full document for each month.**

If Universal Credit has only recently been awarded, please provide the statements that are available and the summary document. These can all be accessed from the online portal.

GOV.UK Universal Credit Oxana Plesca : Sign out

Payments

Assessment period: 14 July to 13 August 2021
[Need help understanding your assessment period?](#)

Your payment this month is
£869
This will be paid by 8pm on 20 August 2021

What you're entitled to

Standard allowance	£411.51
You get a standard amount each month. You said you're single	
You have been getting an extra £86.67 each month since 20 December 2020. This is a temporary increase because of the coronavirus (COVID-19) pandemic.	
Children	£519.58
You get support for 2 children	
Total entitlement before deductions	£931.09

What we take off (deductions)

Debts and loan repayments

<https://www.universal-credit.service.gov.uk/statement/jf016335-8109-4d74-883d-870b0a2732d6> 0709/2021, 08:57 Page 1 of 2

Tax Credits recovery - £61.73

Read more information about Universal Credit payments, including who to contact on the GOV.UK website. Search for 'find out about money taken off your Universal Credit payments'.

Total deductions	- £61.73
Your total payment for this month is	£869.36

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The '[Managing your claim guide](#)' gives more information about Universal Credit payments.

[If you think we've made a mistake or want to appeal](#)

[Other support you may be able to get](#)

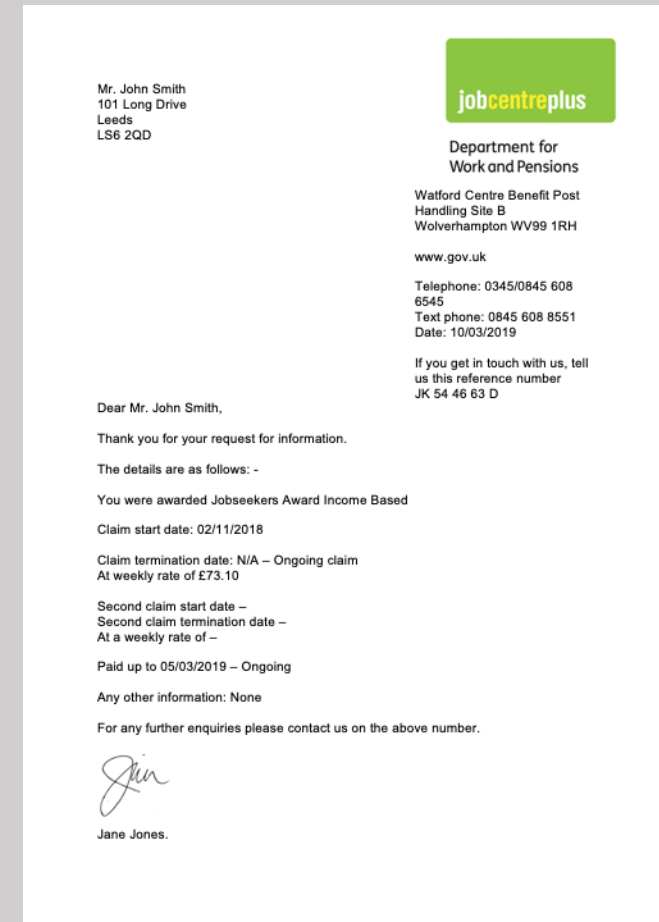
<https://www.universal-credit.service.gov.uk/statement/jf016335-8109-4d74-883d-870b0a2732d6> 0709/2021, 08:57 Page 2 of 2

Income Based Job Seekers Allowance

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Please note there are two different types of Job Seekers Allowance and **only** the Income Based version of Job Seekers Allowance qualifies for support.

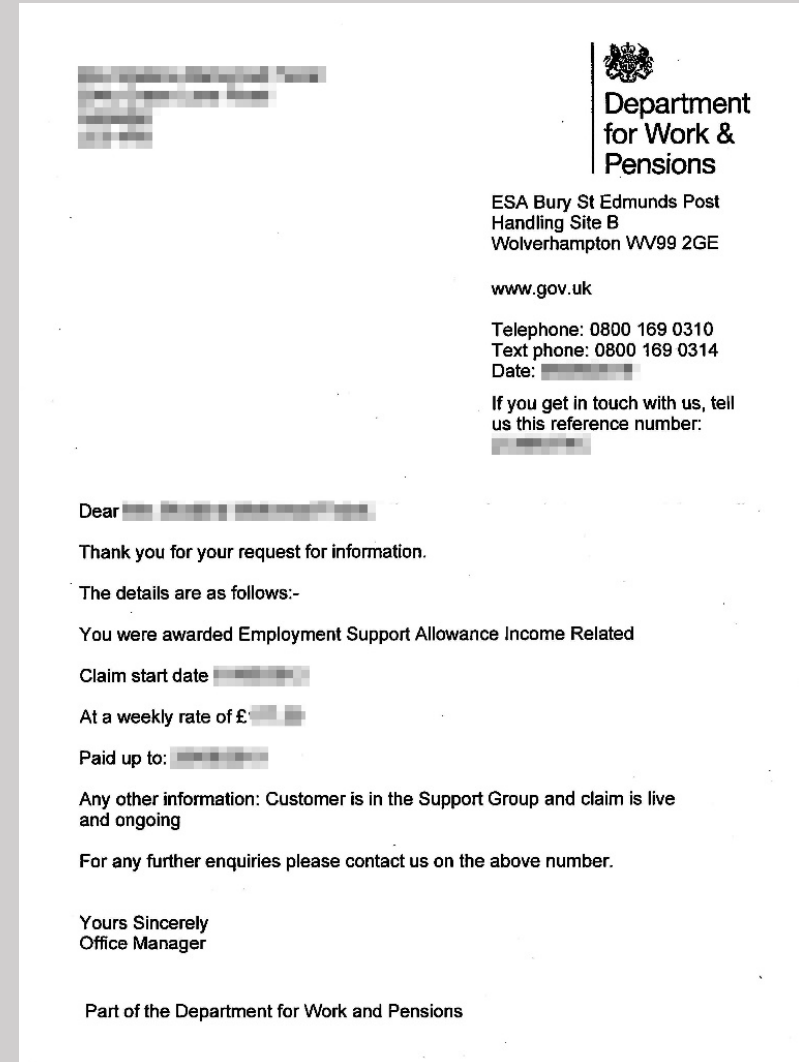
For parents/carers in receipt of Income Based Job Seekers Allowance we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.



Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Income Based Employment and Support Allowance we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.

Income Based Employment and Support Allowance




Department
for Work &
Pensions

ESA Bury St Edmunds Post
Handling Site B
Wolverhampton WV99 2GE

www.gov.uk

Telephone: 0800 169 0310
Text phone: 0800 169 0314
Date: 

If you get in touch with us, tell
us this reference number:


Dear 

Thank you for your request for information.

The details are as follows:-

You were awarded Employment Support Allowance Income Related

Claim start date 

At a weekly rate of £: 

Paid up to: 

Any other information: Customer is in the Support Group and claim is live
and ongoing

For any further enquiries please contact us on the above number.

Yours Sincerely
Office Manager

Part of the Department for Work and Pensions

The guaranteed element of State Pension Credit

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Pension Credit we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.

Income Support

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

For parents/carers in receipt of Income Support we will need to see a letter, that is no more than one month old, from the benefits agency confirming receipt of the benefit. If you do not currently have a letter you will need to ask your benefit agency to provide one for you.

Website: www.jobcentreplus.gov.uk

If you get in touch with us, tell us this reference number [redacted]

Our address Leicester Benefit Centre
Post Handling Site B
Wolverhampton
WV99 1DL

Our phone number 0800 1690310

If you have a textphone 0800 1690314

Date 22 February 2022

Dear Miss [redacted]

About your Income Support

From April the rates of some benefits may change.

From 6 April 2022 you will get £42.70 a week.
This is because there will be a change to your Income Support rates.

The way this has been worked out is shown on the page called **How your Income Support was worked out**.

From 13 April 2022 your Income Support will change again to £46.15 a week.
This is because there will be a change to your Income Support rates.

But from 1 June 2022, we will continue to pay your £46.15 a week Income Support.

How to get your money

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

What should I do if my circumstances change?

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely

Ged Perry
Manager

Support from the National Asylum Support Service

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

We will need to see a letter confirming your NASS registration number or a copy of your Application Registration Card (ARC).

Please be aware that you will be eligible for specific forms of support; see Student Services for more details.



Tax Credits with gross household income below £33,000

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

Please note: The income on a Tax Credit Award Notice is calculated by the total of your Tax Credits and earned income combined.

For parents/carers in receipt of Tax Credits we will need to see the Tax Credit Award Notice (TCAN) for the period 06/04/2025 to 05/04/2026.

Important:

ALL 6 pages of the document must be provided

The student for whom the application is made must be named in the TCAN throughout the entire period of the TCAN. If your parents/carers have not notified HMRC that you are continuing into Further Education, they must do so immediately. We cannot process your application without this information. The TCAN must show your legal name (not your preferred or shortened name). If the TCAN refers to receipt of another income-related benefit we need to see evidence of the stated benefit instead of the TCAN. If the Benefit is no longer being paid, your parent/carer will need to request an up to date TCAN.

HM Revenue & Customs

Helpline 0345 300 3900
Textphone 0345 300 3909
For our opening hours go to www.gov.uk/contact-hmrc

TCO PRESTON 6
Tax Credit Office
HM Revenue and Customs
BX9 1ER
Issue Date 23 September 2021

Amended tax credits award for 06/04/2021 to 05/04/2022

National Insurance number [redacted]
National Insurance number [redacted]

Summary

Tax credit for the period - see Part 2

Working Tax Credit	£4952.72
Child Tax Credit	£6241.50

Amounts still to be paid to you for the period shown above - see Part 3

[redacted]	£2751.49
[redacted]	£3710.70

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

Part 1 shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

Part 2 is for information. It shows how we calculate your tax credits.

Part 3 gives details about any payments we will make for the period shown above.

Your rights and obligations

Your Charter explains what you can expect from us and what we expect from you. For more information go to www.gov.uk/hmrc/your-charter

Why we are writing to you

There has been a change affecting the children or young people included in your award.

What to do now

Please check the details on this award notice and tell us if anything is wrong, missing or incomplete. It's important you tell us about changes to your circumstances when they happen otherwise you could be overpaid and may have to pay money back. See the enclosed notes for more information.

Page 1 of 6

Household income below £33,000 but not in receipt of benefits

If your household income is below £33,000 but your parents/carers are not in receipt of any benefits, we will need to see the following to assess your bursary application:

For each parent/carer living in the household...

1. Pay slips covering the previous three months
2. The three most recent bank statements for any including joint accounts and accounts in the individual names

Making your application

- Please help us to help you by having the evidence indicated available when you are ready to complete an application. We deal with applications in strict order of receipt so incomplete or incorrect evidence will delay processing.
- Please **do not submit alternative documents as evidence, for example we are unable to accept bank statements as evidence of receipt of benefits.**
- When you submit your application, please do **not** submit another application form if you don't hear from us straight away. We do our best to process applications as quickly as possible but this may take a little longer at the beginning of the academic year due to the large volume we receive. We thank you for your patience during this time.

PLEASE NOTE: If your household income exceeds £33,000 you would not be eligible for support from the 16-19 Bursary Fund. However, students can apply at any point during the academic year should there be a change of circumstances

Making your application

When you are ready, **you will need to be logged into your WQE Microsoft 365** account to complete the application form which you can access here:

[16-19 Bursary Application 2025-26](#)

If you have any questions or need any support with completing your application, please email bursary@wqe.ac.uk or visit the Student Services Team at either campus