

16 to 19 Bursary Fund Guide

This guide is for all institutions that administer the 16 to 19 Bursary Fund. This includes schools, academies, and further education (FE) colleges, sixth-form colleges, training providers, specialist independent providers and local authorities.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
 - Discretionary bursaries which institutions award using policies they set, in line with these funding rules
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- The defined vulnerable groups for students whom meet the criteria, who have a financial need and therefore can apply for a bursary include students who are:
 - In care
 - Care leavers
 - This is in recognition that these students are unlikely to be receiving financial assistance from parents or carers and therefore require a greater level of support to enable them to continue to participate.
 - Unaccompanied asylum seeking children are children in care and therefore are eligible for a bursary for vulnerable groups ('in care' group), where they have a financial need.
 - The bursary for vulnerable groups can pay up to £1,200 per year to a student participating on a study programme that lasts for 30 weeks or more if they need that amount of support.
 - Institutions must ensure they assess the actual financial needs of individual students in addition to eligibility when awarding bursary funding.
 - The bursary fund is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college, for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.
 - Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for the 16 to 19 Bursary Fund.
 - Institutions must obtain proof that students meet the criteria for the bursary for vulnerable groups in full. For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority is required as either a letter or email.
 - Young people who might meet the eligibility criteria for a bursary for vulnerable groups, but have no additional financial needs or relevant costs do not require bursary funding. For example a student attending specialist residential provision that covers their educational costs in full.
 - Institutions are encouraged to pay bursaries in-kind rather than cash as far as possible. This helps ensure that the bursary is spent for the reasons it was awarded. In-kind payments can include travel passes, vouchers or credits for meals, required books and required equipment.

For further information and full Guidance please read:

[16 to 19 Bursary Fund guide 2022 to 2023 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2022-to-2023-academic-year)

For more information on how institutions assess bursary applications please read:

[16-19 Bursary Checklist 1 .pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91444/16-19_Bursary_Checklist_1.pdf)