

## 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. <b>No student should automatically receive £1,200.</b>
	Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
	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.