



16 to 19 Bursary Fund checklist

This checklist will help you assess your student applications for support from the 16 to 19 Bursary Fund.



Department
for Education

Area of eligibility or process
Eligibility: All Bursaries
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Bursary for defined vulnerable groups
Bursary for defined vulnerable groups
Bursary for defined vulnerable groups
Bursary for defined vulnerable groups
Discretionary bursary
Discretionary bursary
Discretionary bursary
Nature of Support Awarded
Nature of Support Awarded
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Nature of Support Awarded
Attendance, Behaviour and Progress (if applicable)
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Funding Letter
Funding Letter

Item
Student is aged 16–18 on 31 August of the academic year OR is 19+ and eligible as a continuer or has an education, health and care plan (EHCP).
Student is enrolled on eligible publicly funded provision.
Student meets the residency criteria for post-16 provision.
Eligibility evidence has been seen and copies retained.
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 financial need and actual costs they have. No student should automatically receive £1,200.
Appropriate evidence seen and copies retained to confirm student's eligibility, including the letter to support in care.
Funding reflects actual participation costs.
Student meets institution's bursary criteria.
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 financial support from bursary funds should reflect the actual costs the student has.
Support is for essential participation costs only.
Support excludes living costs, pastoral, learning support and teaching (that a provider is already funded to deliver), flat rate payments and non-essential activities.
Support provided in kind where appropriate (bus pass, meal vouchers, books or equipment purchased on student's behalf).
Receipts or procurement evidence must be retained.
Funding used in conjunction with other streams must be according to the guidance.
Any conditions you have set are clearly defined, reasonable, and proportionate.
Any conditions you have set are included in the funding letter.
Monitoring process to support the conditions in place.

Evidence retained if support is suspended or withdrawn because conditions have not been met.
Funding letter confirms support, conditions, and review points.
Funding letter issued and retained.

[illegible]
