



# Minsthorpe Community College 16-19 Bursary

**D Lloyd (Associate Assistant Principal)**

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through **Motivation, Commitment & Care.**



**Minsthorpe**  
Community College

## Section 1

# Who is it for?

If you are aged, 16 to 19 (**must be 16 on 31<sup>st</sup> August 2026 and under 19 on this date**) and studying at school or college (not university) in England, or on a training course, including unpaid work experience.

Discretionary bursary is assessed on household income. Applications will only be successful if gross household assessed income is £30,000 or below, for those receiving Tax Credits. For households receiving Universal Credit, assessed net income should be £24,000 or below to qualify.

## Section 2

# What is it for?

Providing financial support for the cost of books and equipment/materials related to their course, transport, lunch on the days they study, support with the cost of educational trips such as University Open day visits.

**IT IS NOT PAID AS A MONTHLY ALLOWANCE.** Transport and meal support is paid half-termly so varies depending on the number of school days in the half term. All other costs are met as and when equipment and resources have been purchased. Support may be withdrawn if you are not meeting the Learning Contract expectations. Decisions about each individual are bespoke – comparisons to other students support should not be made as private and confidential information will be taken into account to provide the best support possible per student..



## Section 3

# Enhanced Bursary

**ENHANCED BURSARY** – Students qualifying for an enhanced bursary may receive support up to a value of £1,200 per year. Students with a financial need may be eligible for an enhanced bursary if they are either;

- in care
- care leavers
- receiving Income Support, or Universal Credit in student's own name (if you need help obtaining relevant evidence, contact your Work Coach).
- receiving either Employment and Support Allowance (ESA) or Universal credit in student's own name AND either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in students own name. *(you must be in receipt of both benefits and provide evidence for each one).*
- an unaccompanied asylum seeking child (UASC) – under 18 only. See separate 'Further information for Asylum Seekers' section for details.

Students qualifying for enhanced bursary may still be eligible to receive some discretionary bursary provided they also fill the criteria for discretionary bursary and have significant financial need. Contact the Student Finance team for further details.

## Section 4

# Discretionary Bursary

**DISCRETIONARY BURSARY** – Guidance says it is for institutions to decide which students receive a discretionary bursary, depending on each student's circumstances.

Note-receiving bursary payments does NOT affect any other means-tested benefits the family household are in receipt of.



## Section 5

# How do I apply?

1. Complete the online form - <https://forms.office.com/r/Db1naLmt8t>
2. Provide one piece of ORIGINAL evidence from the list below – this must be provided electronically to [dlloyd@minsthorpe.cc](mailto:dlloyd@minsthorpe.cc)

If receiving Universal Credit...

You should provide the latest three monthly statements, these must be consecutive and the most recent available. All pages of each statement showing a full breakdown must be provided, these can be found by logging on to your account and clicking the hyperlink for each month. If you are having difficulty accessing your monthly statements contact the Job Centre for assistance.

If you have been receiving Universal Credit for less than three months please provide all statements you have available and include a note on the application of the start date.

If not receiving Universal Credit...

Income Type	Evidence Required
Full or part-time wages – gross earnings including overtime, bonus and commission	Latest P60 (to tax year ending 5 April 2026) or two consecutive payslips dated within the last 6 months
Self-employment	Copy of accounts for 2025/26 tax year or Tax Award letter (only if accounts have been submitted and confirmed by HMRC – estimates not accepted)
Working or Child Tax Credit	<b>ALL</b> pages of your 2025-26 award letter – provisional and estimated awards will require additional evidence.
Income Support	Award notice or bank statement (within last 6 months) showing payments.
Job Seekers Allowance (JSA)	Award notice or bank statement (within last 6 months) showing payments. <b>Please note if applying for Free Meals the Award notice is required.</b>



Income Type	Evidence Required
Employment & Support Allowance (ESA) / Incapacity benefit	Award notice or bank statement (within last 6 months) showing payments. <b>Please note if applying for Free Meals the Award notice is required.</b>
Pensions including Retirement, Widow's, Army, Other	Pension statement or Two consecutive payslips dated within last 6 months.
Support under Part VI of the Immigration & Asylum Act 1999	Official letter showing current status.
Any other taxable income	Any relevant evidence

## Section 5

# Other information

**Support can be withdrawn** if students are not meeting their responsibilities on the Post 16 Learning Contract.

Attendance is a key aspect to receive the bursary payments, if attendance is low than support will be reduced / withdrawn.

**If your financial circumstances change** please inform the college immediately to enable us to adjust our information accordingly.

**Making claims** will be explained to students who are successful in their applications by Mr Lloyd



