



St Helens College



FACT SHEET

16-19 Bursary Fund

Academic Year 2026/2027

PLEASE COMPLETE THIS FORM AS YOU WILL BE REQUIRED TO EXCHANGE IT FOR YOUR BUS PASS

General Information

This fact sheet is intended as general guidance only. If you have any queries, please do not hesitate to contact a member of the Bursary Fund Team on:

St Helens Campuses | financialsupport@sthelens.ac.uk | 01744 733766

Knowsley Campuses | financialsupport@knowsleycollege.ac.uk | 0151 477 5850

Please note that the general bursary fund is limited and cannot therefore be guaranteed. College reserves the right, from time to time, to review expenditure against the Fund and as a result may alter or close the support package available to students during the academic year.

All awards are made subject to achievement of the student standards for learning which will be provided to students in the student information pack.

What Support is Available?

There are two types of Bursaries offered during the academic year 2026/2027:

- Vulnerable Bursary
- General Bursary (including Travel Bursary)

Who is Eligible?

To be eligible to receive a Bursary you must meet the relevant age criteria for that Bursary, meet the Department for Education (DfE) residency criteria for the academic year 2026/2027 and be enrolled as a student on a programme of study funded by the DfE. For further details, please refer to our website.

Students undertaking Higher Education programmes or young people on Waged Apprenticeships are not eligible.

How and When to Apply?

Application forms are available for collection from Reception or Learner Services. On completion of your application form you are required to discuss your requirements with a member of the Bursary Fund Team who will check that your form has been completed correctly and that all required information has been provided.

We would encourage all students to apply to the Fund at the earliest opportunity to ensure that support opportunities are maximised.

What type of assistance could you receive?

Priority Group 1

Vulnerable Bursary (Only available for Priority 1 Students)	→	Financial assistance towards course related costs, up to the maximum value of £1,200 per year. The amount of award to be paid will be determined by a Financial Needs Assessment, which may result in a limited award, or no award being granted.
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Priority Groups 1, 2 & 3

Travel	→	For those students receiving travel assistance this will normally be provided by a Merseytravel Solo bus pass which will be issued for the duration of the academic year. If you are unable to travel using a Merseytravel Solo bus pass, you <u>may</u> receive assistance towards the cost of alternative travel. Please note if you lose your bus pass a charge will apply, further details and prices are available on the College Online Shop.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.
Meal Deal	→	This allows eligible students to purchase a meal in the College's catering outlets, for each day that they are timetabled to attend College.
Books and Equipment	→	Yes, if you are on a designated programme. This would normally be issued to you by your department but where appropriate you may receive a cash payment to purchase books and equipment.
Uniform	→	Yes, if you are on a designated programme.
Trips (Including travel to HE interviews)	→	Yes, if the trip is an essential part of your programme.
Laptop Loan	→	Please request a Laptop Loan Request Form.

Priority Group 4

Travel	→	For those students receiving travel assistance this will normally be provided by a Merseytravel Solo bus pass which will be issued for the duration of the academic year. If you are unable to travel using a Merseytravel Solo pass, you <u>may</u> be eligible for support towards alternative travel. Please note if you lose your bus pass a charge will apply, further details and prices are available on the College Online Shop.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.

Priority 1 - Vulnerable Bursary

Who is Eligible?

Students who are aged 16-18 (as of 31st August 2026) and are:

- In Care, including unaccompanied asylum-seeking young people.
- Care Leavers.
- In receipt of Universal Credit because you are financially supporting yourself and anyone dependent on you and living with you, such as a child or a partner.
- In receipt of Universal Credit equivalent in your own right, **AND** Personal Independence Payments in your own right.

The amount of support will be determined by a Financial Needs Assessment, which may result in a limited award, or no award being granted.

What type of assistance could you receive?

Please note that if you enrol on a programme which is less than 30 weeks, or enrol on a part time programme, your bursary will be paid pro rata.

- Travel
- Breakfast
- Meal Deal
- Books and equipment
- Uniform
- Trips
- University interviews or Open Days
- UCAS application fees
- Care to Learn Top Up Payment

Priority 2 - General Bursary (including Free Meals in Further Education)

The College prioritise its General Bursary package according to family income.

Who is Eligible?

Students who are:

- **Aged 16-18 (as of 31st August 2026) or**
- **Aged 19 or over (as of 31st August 2026) and have an Educational Health Care Plan or**
- **Aged 19 or over (as on 31st August 2026) and continuing a study programme that they began aged 16-18**

AND in receipt of, or whose parents/guardians are in receipt of, one or more of the following benefits:

- Universal Credit
- Income Related Employment and Support Allowance.
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999.

OR

Priority 3 – General Bursary

whose parents/guardians have an annual income level (as assessed by HMRC/DWP) which does not exceed £44,000 per annum.

What type of assistance could you receive?

- Travel
- Breakfast
- Meal Deal
- Books and equipment
- Uniform
- Trips
- University Interviews or Open Days
- Care to Learn Top Up Payment
- You may also be eligible for UCAS application fees

Priority 4 - Travel Bursary

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2026) or
- Aged 19 or over (as of 31st August 2026) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2026) and continuing a study programme that they began aged 16-18

AND whose parents/guardians have an annual income level (as assessed by HMRC/DWP) which does not exceed £60,000 per annum.

What type of assistance could you receive?

- Travel
- Breakfast

Free Bus Pass:

For students with a household income which exceeds £60,000 p.a. please complete the form and return to Learner Services with evidence of annual household income to access your Free Merseytravel Bus Pass, which will be funded by the College.

Complaints

The College has a complaints procedure for the receipt of any formal complaint.

Should you wish to make a complaint regarding a 16-19 Bursary Fund Application, please contact Lesley Bryan, Learner Services Manager, on 0151 477 5872 who will advise you of the Complaints procedure.



St Helens College



16-19 Bursary Fund/Free School Meals in Further Education
Including Free College Bus Pass Funded by the College
APPLICATION FORM: 2026/2027

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**. Make sure you sign and date the application form.

Photocopied documents must be provided with your Bursary Fund Application. Please note that we will not be responsible for the loss of original documents if you choose to submit these.

Section 1: Your Personal Details

First name(s)

Surname

Age on 31/08/2026

Date of birth (DD/MM/YY)

First line of home address:

Post Code:

Email Address:

Mobile Telephone:

Section 2: About your Family

Please give details of your parent(s)/guardian(s) that you live with:

First Name

Surname

Relationship to you

Section 3: Which Bursary?

Priority 1 - VULNERABLE BURSARY

Are **you** under the age of 19 on 31/8/26 and qualify under any of the following priority groups?

Please tick if any of these apply to you:

Are you, the student, in receipt of Universal Credit, in your own right because you are financially supporting yourself?	☐	Please provide your most recent monthly Universal Credit statement. Now go to Section 4.
Are you in Care? (Including unaccompanied looked-after Asylum-seeking children)	☐	Please provide confirmation of your current Care status from the Local Authority that looks after you. Now go to Section 4.
Are you a 'Care Leaver'?	☐	Please provide confirmation of your previous Looked-After status from the Local Authority which provides your leaving care service. Now go to Section 4.

Are you, the student, in receipt of Universal Credit AND also receiving Personal Independence Payment (PIP)? ☐

Please provide your most recent universal credit statement and PIP entitlement letter. **Now go to section 4.**

Priority 2 - GENERAL BURSARY (including Free Meals in Further Education)

Students in receipt of, or whose **parents/guardians** are in receipt of one or more of the following benefits: (please tick)

- Universal Credit
- Income Related Employment and Support Allowance
- Support Under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit

Student

☐
☐
☐

Parent/Guardian

☐
☐
☐
☐

Please send your latest Universal Credit Award Statement or DWP letter confirming your benefit entitlement.

Priority 3 – General Bursary

If **you** or your **parents/guardians** are not in receipt of any of the above benefits but have a household income level (as assessed by HMRC/DWP) of £44,000 p.a. or less?

☐	Yes - Please send proof of taxable household income for 2025/26 e.g. P60s or 3 most recent monthly payslips.
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Priority 4 - Travel Bursary

If **you** or your **parents/guardians** do not qualify for a Priority 1, 2 or 3 Bursary, do your parents/guardians have a household income level for 2025/26 (as assessed by HMRC/DWP) of £60,000 p.a. or less?

☐

Yes - Please send proof of taxable household income for 2025/2026 e.g. P60s or 3 most recent monthly payslips.

☐

No - to receive a Free College funded bus pass, you MUST provide evidence of taxable household income for 2025/2026.

Section 4: Travel Assistance

Please note that we will take into account any travel assistance you receive from your Local Authority (i.e., Council) when determining how much travel assistance the Bursary will provide.

Do you receive travel assistance through your Local Authority? Yes

☐

No

☐

If yes, please provide details and a copy of your Local Authority Travel Assistance Approval Letter.

Section 5: Course Details and Timetable (To be completed by your Course Tutor)

Course Title

Start Date

End Date

Please enter the start and finish times in the timetable below to confirm when the student is due to attend classes on your course. Please also include any compulsory work placement sessions by indicating 'P' on the Placement Days.

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					

Does the Student need to undertake a compulsory work placement?

Yes

☐

No

☐

If yes please provide the name, address and start/end dates:

Name:

Address:

Start date:

End date:

Tutor Name:

Tutor Signature:

Date:

Telephone Ext No:

Section 6: Student & Parent Undertaking

- Please note that all information provided is solely for the purpose of determining eligibility to this fund and will be kept in the strictest confidence.
- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I confirm that I do not receive help with course related costs from other funds.
- I understand that monies I receive under the Bursary will be paid on condition of standards of attendance and behaviour, as explained in the Induction.
- I will attend regularly and complete the course for which my Bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments; all payments are based on the information I have provided and that meeting the criteria for a Bursary does not automatically mean that funding will be given.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction.
- The information I have provided on this form is correct and I agree to observe the rules and regulations of the College. I agree to St Helens College processing personal data contained in this form, or other data which the College may obtain from me or other people, for any purposes connected with any studies or my health and safety whilst on the premises or for any other legitimate reason.
- Unless exceptional circumstances apply all monies due are to be paid into a student's bank account only.

PRIVACY NOTICE - HOW WE USE YOUR PERSONAL INFORMATION:

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer Department for Education 4th floor 2 St Paul's Place 125 Norfolk Street Sheffield S1 2FJ

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

I confirm I have read the 'Bursary Fund Fact Sheet', which was given to me with this application, and the above statement.

Student Signature

Parent/Guardian Signature: (if applicable) Date: