Warlingham Sixth Form College

Wide Horizons
High Aspirations

16 – 19 Bursary Fund Information 2026/27

The 16 - 19 Bursary Fund is a Government funded Scheme which provides financial support to help students overcome the specific financial barriers to continuing in education or training after age 16. The funds are to assist with costs directly associated with attending school or college and cannot be used to support a student's general living costs.

There are two types of bursary:

- Bursaries for Defined Vulnerable Groups
- Discretionary Bursaries.

Do I qualify for a Bursary?

A student must be aged 16 or over but under 19 on 31 August 2026 to be eligible for help from the Bursary Fund, and meet the criteria for one of the categories below:

Vulnerable Bursary	Any student who is: ▪ In care ▪ A care leaver ▪ Receiving Income Support, or Universal Credit because they are financially supporting themselves and/or someone who is dependent on them and living with them such as a child or partner, ▪ Receiving Disability Living Allowance or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right. **Bursary Provided**: Based on a financial needs assessment.
Discretionary Bursary	A student who lives in a household where the gross annual taxable household income is £24,000 or less may be entitled to payments from the fund. (Taxable income is any income that HMRC would include when calculating how much income tax you pay each year). **Bursary Provided:** Based on assessment of circumstances and actual financial need.

Students who are not automatically eligible for the Bursary can apply for financial help in exceptional circumstances. If a student is not sure if they are eligible but feels they are in need of financial support, we would encourage the student to still complete an application so it can be reviewed and the appropriate support offered.

What am I entitled to apply for?

The 16 – 19 Bursary Fund is intended to assist students in meeting the costs associated with attending college. It cannot fund general living expenses. You may request assistance with any of the following:

- Transport costs between home and college;
- The cost of stationery, printing, equipment, books or other materials;

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Tandridge Learning Trust
A school within Tandridge Learning Trust

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- Contributions to the costs of attending industry placements, university interviews or open days,
- UCAS application fees,
- Lunches on study days, (this is separate from Free College Meal eligibility. Students who receive Free College Meals will not be entitled to this additional help for meals from the Bursary);
- The cost of visits, field trips etc which form an essential part of your course to achieve or support study programme goals or course objectives.

Not all categories are relevant to all students. For example, some students may walk to College and therefore do not need assistance with transport costs, but would find some assistance with the cost of materials or buying food from the College helpful.

This list is not exhaustive, we may be able to provide assistance for other costs directly related to your studies, this would be discussed with you on a case-by-case basis.

How much will I receive?

The intention of the Bursary is to fund actual costs incurred to enable you to continue your studies.

Under the current rules of the Scheme, students who qualify for the Vulnerable Bursary may receive up to £1,200 per year based on a financial needs assessment, and the amount of support required to participate at the College. There is the possibility the award may be limited or assessed as not required.

Amounts paid to students qualifying for the Discretionary Bursary can vary from year to year depending on the amount of funding the College receives, the number of applicants and their individual needs. Our aim is to try to allocate the funds we have as fairly as possible and linked to individual need.

When and how will I receive my Bursary payment?

A Bursary Claim Form will need to be completed for all payments. This can be obtained from the Sixth Form Team. Please complete all details requested. Payments will then be made in the following ways:

- Where the Bursary payment is for travel costs, we will purchase the travelcard/tickets on your behalf.

- Where the Bursary payment is for lunches, we will credit your Arbor account to enable payment in our cafeteria. If lunch is required for a trip or event such as a work placement outside of College, we will provide the amount required by bank transfer to your own bank account to enable purchase of lunch. All purchase receipts must be obtained and returned to the Sixth Form Team, as soon as you return to College.

- Where the Bursary payment is for goods such as stationery, books or equipment for example, upon completion of the Claim Form, we will purchase these on your behalf using our authorised suppliers, and aim to have them delivered to you in the Sixth Form Centre as soon as possible.

- For anything else, we will aim to reimburse you the cost by the end of the month in which the cost was incurred. Government guidelines state that payments in this way must be made directly into the student's own bank account and no-one else's. Therefore if you haven't already got a current bank account you will need to open one. You may continue with this application while one is being set up, and we will add the details to your application as soon as you receive them.

When do I apply?

To apply for a Bursary please contact the Sixth Form Team (sixthformadmin@warlinghamtlt.co.uk) for an application form. You will need to provide supporting evidence of entitlement as detailed on the application form.

Please return all documentation to the Sixth Form Team by 16 September 2026 to allow time for processing and verification.

We will accept applications throughout the year (particularly if your financial circumstances change), but we cannot guarantee that funds will still be available for applications received later in the year.

What if my application is turned down?

You have the right to appeal. You should put your case in writing and address it to the Head of College at the College address. Any appeal must be made within seven working days of being advised of the decision.

Conditions of Bursary payment

At Warlingham Sixth Form College, we set high expectations and to realise them we encourage self-discipline, motivation, and in particular, commitment, which is one of our key college values. Payment of a Bursary will be conditional upon meeting this commitment to your studies. This can be evidenced by achieving good attendance, behaviour, and completion of work. Medical absences are acceptable if they are properly supported by documentary evidence.

Students will be expected to:

- Achieve an attendance figure of at least 95%.
- Be punctual to all lessons.
- Meet the deadlines set for homework and coursework.
- Make acceptable progress towards academic targets being made, as evidenced in reports.

If a recipient of a Bursary does not meet these requirements, payment may be discontinued. The final decision on this will be made by the Head of College.

All applications and requests for Bursary support will be treated in the strictest confidence. All students should feel reassured that if at any point during their studies their personal circumstances change and they now require financial assistance, please do speak to a member of the Sixth Form Team who will do their best to support you.

All Bursary payments will follow the guidance as set out by the Education Skills Funding Agency. Further information can be found at 16 to 19 Bursary Fund: Overview - GOV.UK.

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16 – 19 Bursary Fund Evidence of Eligibility

Vulnerable Bursary Fund

Schools must obtain proof that students meet the criteria for the bursary for vulnerable groups in full. In other words that they are in receipt of the specified benefits in their own name or that they fully meet the definitions for in care/care leavers. Schools must ask for evidence from each student and retain copies for audit purposes:

- 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 – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

- For students in receipt of UC or IS, a copy of their UC or IS claim/award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefit in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, you must also see a document such as a Tenancy Agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on.

- For students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP and evidence of receipt of DLA or PIP.

UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.

Students can also contact their UC work coach (or relevant benefit office if they are receiving IS or ESA) and ask them for help in providing evidence of receiving benefits.

Discretionary Bursary Fund

Schools must obtain proof of household income to establish eligibility for Discretionary Bursary. Students may qualify if they reside in a household which has a total household income (including benefits) of less than £24,000 for the most recent tax year:

- Own/Parent/Guardian Latest P60
- Own/Parent/Guardian Self-Assessment Tax Calculation Form
- Universal Credit Award notice
- Any other official documentation from a registered body that confirms total household income.

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