Warlingham Sixth Form College

Wide Horizons
High Aspirations

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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