

16 -19 BURSARY NOTES

This fund is aimed at helping students with the costs associated with attending college. For full details of the fund, please refer to our 16-19 Bursary Policy and 16 -19 Bursary Guidelines 2025 - 2026 which can be accessed on the college website: <https://www.colchester.ac.uk/students/student-finance/> - select the financial support tab. If you would prefer a printed copy, please let us know and we will post a copy to you.

Students on apprenticeship programmes or any waged training are employed rather than being in education and as such are not eligible for help from the 16 – 19 Bursary Fund.

Supporting evidence

Supporting Evidence as listed below must be submitted online, along with the online application form

Applications from households with a net income exceeding £30,000 (benefit payment + take home pay) are not normally considered. However, if you feel that your household is in financial hardship, please submit an application, together with a supporting statement and evidence of the serious financial difficulties being experienced.

Evidence required for a discretionary bursary – must be submitted with online application

Employed and no benefits claimed (annual take home pay totalling no more than £30,000)	Last 3 months' worth of payslips - if self-employed, company registration form or tax return form also required
Employed and on Universal Credit (annual take home pay + UC payments totalling no more than £30,000)	Last 3 months universal credit payment statements – all pages (can be accessed on your UC account); if self-employed, company registration form or tax return form also required
Income Support	Letter from benefits agency dated within the last three months or a current bank statement showing income support payment. Bank statements must show the account holder's name and be currently dated
Jobseeker's Allowance (income based)	Letter from benefits agency dated within the last three months confirming that jobseeker's allowance is INCOME BASED. If letter more than 3 months old, please also provide current bank statement showing JSA payment. Bank statements must show the account holder's name and be currently dated
Employment and Support Allowance (income related)	Letter from benefits agency dated within the last three months confirming that employment and support allowance is INCOME RELATED. If letter more than 3 months old, please also provide current bank statement showing ESA payment. Bank statements must show the account holder's name and be currently dated
Pension Credit	Letter from benefits agency dated within the last three months or current bank statement showing pension credit payment. Bank statements must show the account holder's name and be currently dated
Unemployed (no benefits claimed)	Self-declaration

Evidence required for a vulnerable bursary – must be submitted with online application

Please note that the full £1200 vulnerable bursary is not automatically given if there is no financial need. Awards will be based on the amount that you need to participate in education. There is the possibility that the outcome of your application will be an award of less than £1200 or no award if you do not have any relevant costs. Awards from this bursary cannot be used to support living costs

Income Support	Letter from benefits agency dated within the last three months or a current bank statement showing income support payment. Bank statements must show the account holder's name and be currently dated
Universal Credit	<ul style="list-style-type: none"> •Last 3 months universal credit payment statements. •Evidence that universal credit has been awarded because the student is financially supporting themselves and anyone who is dependent on them and living with them (such as a child or partner) e.g. tenancy agreement in student's name, child benefit receipt, child's birth certificate, utility bills •The evidence must not state any conditions that prevent the student from participating in further education or training
Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right	Letter from benefits agency dated within the last three months or current bank statement showing ESA / UC AND evidence of DLA or PIP. UC – Evidence from DWP confirming which ESA group the student has been placed in.
In care	Letter from Local Authority or Social Services confirming looked after status under either section 20 or section 31 of the Children's Act (relevant child)
Care Leaver	Letter from Local Authority or Social Services confirming previous looked after status (former relevant child)