



16-19 FE Financial Support Policy and Procedure

This is a B&FC Group policy

Date approved:	13 August 2026
Approved by:	Executive
Responsible Manager (s):	Director of Registry
Executive Lead:	Chief Operating Officer

Applicable to employees:	Yes
Applicable to students and apprentices:	Yes
Accessible to students and apprentices:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with: AMT

Date: 7 July 2026

Please specify who has been consulted here

Policy review frequency, normally: annually

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1. Scope and purpose of this policy and procedure

This policy and procedure applies to students who are aged 16+ but under 19 as of 31 August 2026 and continuers who were 16+ at the start of their programme. The scope of this policy extends to include students who are aged 19-24 and on an Educational Health and Care Plan. This policy demonstrates how B&FC administers funds in accordance with regulatory guidelines.

The scope of this policy does not extend to apprentices. For apprentices who are Care Leavers, (strict definitions apply) applications may be considered through [Apprenticeships bursary for care leavers - GOV.UK \(www.gov.uk\)](#)

2. Policy statement

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to learning so they can access and remain in education. B&FC's policy on financial support funds follows the rules laid down by the regulator, Department for Education (DFE). B&FC is committed to ensuring that all eligible students are given the opportunity to appeal against a funding support decision if they can evidence that they have reasonable grounds to do so.

All support is subject to available funds. Government funding rules can change at any time, this policy is subject to annual review or sooner if required.

3. Procedure

The application process is identified in Appendix A

The eligibility criteria and types of support are identified in Appendix B

4. Accountability

The Director of Registry is responsible for ensuring this policy and procedure is accessible and current.

If a student has a particular barrier to learning and requires financial support for something not listed in appendix B they may apply for funding through the Barriers to Learning Scheme

5. Student Involvement

The Student Union and elected representatives were consulted in the formation of this policy.

6. Linked policies and procedures

- 19+ Financial Support Policy (FE student)
- Advanced Learner Loan Financial Support Policy (FE student)
- Financial Support Appeals Policy and Procedure (FE student)

7. Appendix A

- How to apply: All applications to be submitted through: Pay My Student
- for help and support: <https://www.blackpool.ac.uk/financial-support-16-18s>
Or email FinanceSupport@blackpool.ac.uk

8. Appendix B

Eligibility and types of support:

- To be eligible, students must be:
- 16+ but under 19 as of 31 August 2026, or
- Aged 19+ but were 16+ at the start of their programme of study and are continuing the same programme, or
- Aged 19-24 with an Educational Health Care Plan
- To receive financial support students will normally have a minimum attendance of 90%, this includes attendance at online sessions.
- This funding is restricted, based on an individual's need, meeting eligibility criteria and cannot be guaranteed.

Type of support	What students may be eligible for	Eligibility requirements
Discretionary Bursary	• Free transport on local bus/tram for those living 1.5 miles from main campus of study • Essential costs of participating in their study programme (help with the cost of essential books or equipment) • A Travel Bursary outside local transport area, (provided instead of a bus pass, calculated based on distance travelled and mode of transport. Paid in arrears normally based on 90% attendance and capped at £100 per month) • Travel and subsistence linked to undertaking T Level industry placements.	• Household income of less than £35,000 per year evidenced by eligible benefit proof or proof of parent/carer income for 2026/27 (exceptions may be considered on a case-by-case basis Head of MI&F) • If a student is unable to use BT as a result of a specified need, they may be eligible for Local Authority support in the first instance. • B&FC may consider in exception circumstances for applications for a taxi where evidence is provided through their latest disability benefit letter and household income is below. £35,000 • Usually a minimum attendance rate of 90% required for the travel bursary.

Free meal(s)	Free daily digital voucher (hard copy by exception) redeemable at internal food outlets, and in some cases in nominated external retail outlets.	Specific benefit evidence, defined by DfE. Full criteria here: Free meals in further education funded institutions guide 2026 to 2027 academic year - GOV.UK (www.gov.uk)
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Vulnerable Bursary	- Up to £1,200 of support that may be available and can be used, for example, for free meals, travel or other costs. - This bursary is normally paid every two weeks. Students will be awarded support based on assessed need and may not automatically be awarded the full £1,200. - Only students studying full time programmes of 30+ weeks a year can be considered for the full £1200. - Students on study programmes of less than 30 weeks will be paid a pro-rata amount, as appropriate, based on assessment of actual need.	- The bursary may be paid on a pro rata basis for courses shorter than 30 weeks. - The defined vulnerable groups are: - in care - care leavers - receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves; or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner. - receiving 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
ESFA funded childcare (Care to Learn)	Childcare costs up to £180 per child, per week, for students under 20 at the start of their course	Must be on a publicly funded course. https://www.gov.uk/care-to-learn

9. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability				
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working				
Title of Activity: Examinations Fees Policy Name and title of proposer: Will Jerram – Director of Registry				Revision or New Revision
Equality and Diversity. Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project or change may be discriminatory or have an adverse impact on people with protected characteristics?				
A	Students/Apps/Customer	No	If so, how many individuals / which groups of are likely to be affected?	
B	Community/stakeholders	No		
C	Colleague	No		
Equality group	Positive impact High Low None	Negative impact High Low None	Reason / comments for positive impact why it could benefit any /all of the equality groups	Reason /comments for negative impact /what could disadvantage any/all of the equality groups
Gender (Men/women/Non-binary/Transgender)	High	None	This policy is inclusive irrespective of gender	
Age	High	None	This applies to eligible students 19+	
Race or ethnicity	High	None	Inclusive irrespective of race or ethnicity	
Learning difference	High	None	Fully inclusive irrespective of learning difference or disability	
Physical and/or sensory disability	High	None	Fully inclusive irrespective of learning difference or disability	
Mental health need	High	None	Fully inclusive irrespective of mental health need	
Sexual Orientation	High	None	Fully inclusive irrespective of sex	
Religion and Belief	High	None	Fully inclusive irrespective of religion or belief	
Marriage and civil partnership	High	None	Fully inclusive irrespective of marital status	
Pregnancy and maternity	High	None	Fully inclusive irrespective of status	
Carers/care experienced	High	None	Fully inclusive irrespective of status	
Socio Economic deprivation indicators	High	None	Fully supportive of closing economic barriers and deprivation gaps	
Applies to ALL groups	High	None	This applies to 19+ age group	
What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? Who will be responsible for monitoring these actions?				
Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change?				
A	Students/Apps/Customers	Yes		
B	Community	No		
C	Colleague	No		
	If yes, who and how many have you involved and how have they been involved?	Student representatives through elected members of student Union. Managers through through AMT Members of Exec and Directors		
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?				No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?				No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?				No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?				Data from previous academic years

Is this policy of a high/medium or low risk?:	Low
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