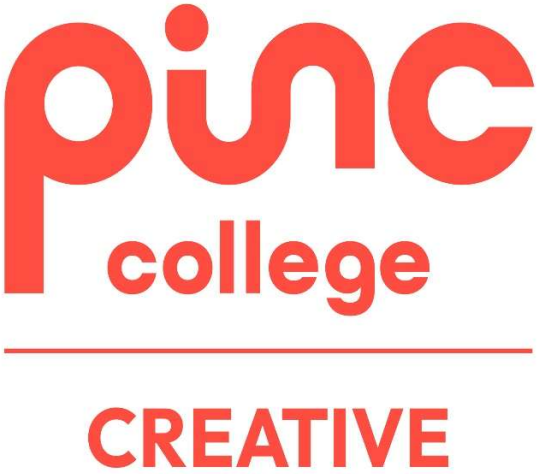
PINC COLLEGE
16 to 19 DISCRETIONARY BURSARY FUND



ACADEMIC YEAR 2026- 2027

Overview

The 16 to 19 Discretionary Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

Bursary funding is to help eligible students with costs such as travel to and from school or college, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for to participate.

Eligibility Criteria

The fund is a small allocation, made each year, directly to Pinc College by the Department for Education (DFE).

A student must be aged 16 or over but under 25 on the 31 August 2026 and should be from a household with an income below £40,000. This means that the total family household income must not exceed this amount. However, all applications outside of these guidelines will be considered, allowing for some flexibility in individual circumstances.

All decisions about which students receive a discretionary bursary, and how much they receive, will be based on each student's individual circumstances and their actual financial need. These will vary from student to student, depending on, for example, their household income, the distance they need to travel to the institution and the requirements of their study programme.

Usually, the DFE requires the College to carry out an annual financial eligibility check. However, if you enrolled with Pinc College in 2025-26 and successfully applied for a bursary, and you are continuing your education in 2026-27, we are allowed to exercise discretion on carrying out these checks again, if your household circumstances remain unchanged. We will, however, require you to sign a declaration to confirm there are no changes.

If you are successful in receiving bursary funding it does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, Universal Credit.

Support Costs

The bursary fund is intended to help students with the essential costs of participating in their study programme. Help with the cost of essential books or equipment or with the cost of travelling to college, for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

Even though a student may pass the eligibility criteria, they may not receive an award because their financial costs are already being met by other sources. Or a reduced award could be made because the financial help they need is limited. For example, a student may be in the care of a local authority that is covering the costs of their education in full, or travel costs are being met by a student's local authority.

Evidence

Evidence of meeting the criteria must accompany the application, such as:

- Three most recent payslips
- P60 from the latest tax year
- Tax return from the latest tax year (if any member of the household is self-employed) or an accountant's letter confirming annual income.
- Three most recent Universal Credit Statements
- Award letter, assessment form or equivalent evidence for any other benefits.

Purchases

Wherever possible, Pinc College will purchase items such as books, educational equipment, laptops, tablets, protective art wear and transport, including travel passes and taxi fares in-kind.

- **books and equipment such as a laptop and iPad, together with protective art wear, will remain the ownership of Pinc College and must be returned on leaving/completion of a study programme**

Where payments are made upon production of receipts, payments will be made by BACS to the student bank account. In very exceptional circumstances where the student is unable to administer their own bank account, the College will agree an alternative payment method.

Assessment

When calculating household income, we take into account all income and means-tested benefits, including, but not limited to:

- Pension Credit
- Carer's allowance

- Housing benefit
- Council tax support
- Social Fund
- Universal Credit*
- Child maintenance

The College does not take into account non means-tested benefits, including:

- Attendance allowance
- Child Benefit
- Disability Living Allowance
- Personal Independence Payment
- State Pension

* For UC (Universal Credit) we will review the 3 most recent monthly award statements – with the take-home pay figure in addition to the amount of UC after all deductions to give a total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year. We will then estimate assumed income for a full year on this basis.

- We will not take account of the income of any extended family or adult siblings living in a household unless they have clearly identified carer or guardianship responsibility for the applicant.

- The number of dependent children will be taken into consideration. The College will take account of this information in the assessment of need, as the College recognises the additional household costs incurred.

Confidentiality

Please note that our policy is to maintain strict confidentiality in the review and storage of any information that is held.

Application Process

You can request that an application form is posted to you or collect one from the College. We can help if you require any further information or have questions about how to complete your application.

Completed application forms, and supporting information, are considered by a panel to ensure that funds are allocated for those students who genuinely need them. A bursary will only be paid if attendance and behaviour meet our required standards.
Email: connect@pinccollege.co.uk

All applications and full supporting evidence must be submitted to the College by Thursday 31 October 2026.

Please note this is a strict deadline and extensions will not be given.

The panel will consider applications during November and write to you with the outcome. If the panel's decision is to award a bursary, it will set out the amount and what it is proposed this will purchase.

There is also a guide for students (and parents) which can be found on the government's website as follows: https://www.gov.uk/1619-bursary-fund