

Bursary16+ Journey

Curriculum Year 12-14



Preparing for your New Cycle (For current customers)

Renewing student Bursary into year 13

Updating School Bands

Updating your Student Homepage

Application Form Configuration

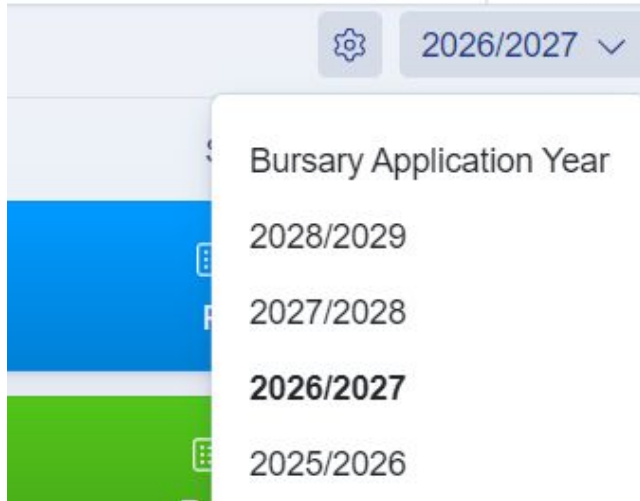
Email Templates to check/review

Linking your B16+ with your Admissions+ System

Beginning a new Academic Year

Your new Academic Year will become the default within your system when we change your settings (first week of August).

When this happens, the current cycle will end, and no more requests for purchases or reimbursements will be processable for that cycle.



On your Dashboard, your new Academic Year will be visible once at least one student has renewed their bursary or you have received new applications for the new year. **Need new screenshot**

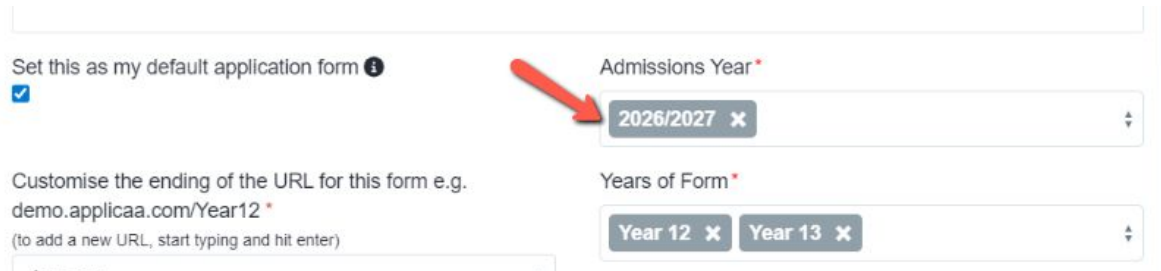
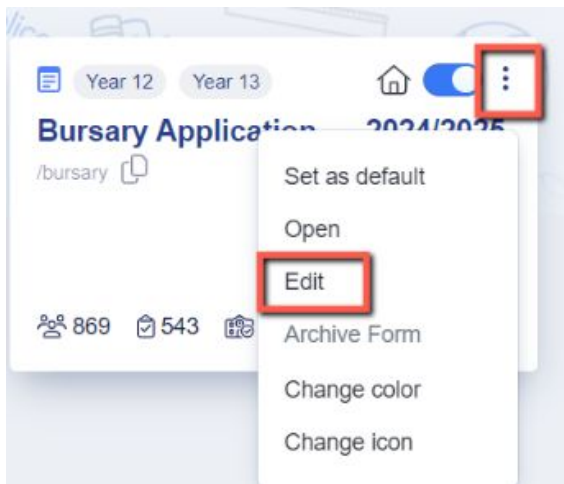
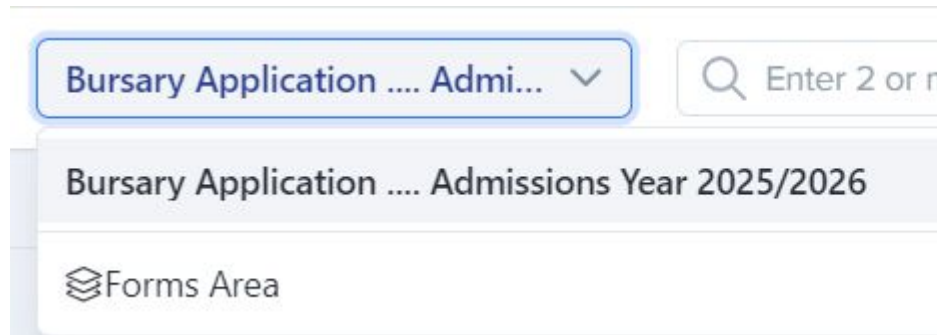
Editing the form name to reflect the new cycle

To update the academic year of your bursary form (which will be reflected in the name seen by applicants), navigate to the forms area of your system:

Click the kebab menu to edit the form.

Replace the old academic year with the new one in the **Admissions Year** dropdown.

Click to save.



Renewing your existing students' bursaries

When a student has been eligible for the bursary during Year 12, as per the DFE guidance they will need to reapply to access the funds again in Year 13. For them to do this, you must make their status '**Bursary Renewable**'.

You can do this **individually or in bulk by accessing a list of your students from your dashboard.**

Important - please note:

Renewing a student's bursary ends their current bursary cycle - they will be unable to submit any requests for the current year.

Only renew your students once you have finished with their bursaries for the current year.

For example, navigate to your previous year's **Awarded** tile, select your students, and then click **Bulk Update**.

Bursary Application Admissions Y... Knowledge Base

Overview Reports **NEW** Recent Activities Application Group

Tiles

- Bursary 8
- In progress 0
- Awarded 8

Bursary Application Admissions Y... Knowledge Base

Registered Students

Advanced Filters >

Make Offer Change Offer Status Change Enrolment Status Change Bursary S

Change Colour **Bulk Update** Add ... Change Bursary S

Displaying 8 students 8 rows selected

Bulk Update Users

Property

Is Bursary Renewable

Value

Yes

Save

| ID | Student Code | First Name | Last Name | Email/Username | Current School Name |
|-------|--------------|------------|------------|---------------------|---------------------|
| 12160 | U-4315 | Amanda | Demo Test | testdemo@gmail.com | Applicaa Demo |
| 12153 | U-4930 | Anne | Test | anne@test.com | Bursary 16 Demo |
| 12123 | U-2B63 | Bettie | Morissette | bettie.morissette_2 | Bursary 16 Demo |

A pop-up window will then display for you. Choose **"Is Bursary Renewable"** in the Property Field and **"Yes"** in the Value, then **Save**.

You are in control of your renewal settings:

Do you need every applicant to re-complete the application?

Are you happy to allow students whose details have not changed to carry last year's information over?

Navigate to **Schools & Settings** to check your settings and apply filters, if applicable.

Overview Reports Recent Activities Application Groups Tasks Calendar All Activities Requests Expenses **Schools & Settings**

Other Settings

Show percentage of funds left on student profile ON

Enable students to create requests ON

Set default school for students OFF

Renewal Settings

Configure how students complete their bursary renewal process. Choose whether students can renew by confirming no financial changes or must complete the full application again. If you support different renewal processes based on specific criteria, you may enable both options and apply the relevant filter criteria accordingly.

OFF Always complete application form on renewal ⓘ

ON Allow student to renew with no income changes ⓘ

Filter Summary ✎

Define which students this setting applies to based on specific criteria (e.g., Current School, Current Year Group, or other available filter fields).

Tip: Configure non-overlapping filters to avoid ambiguity.

No filter criteria set — applies to all students

Configure Declaration Form

Default Renewal Priority




When a student matches both filter criteria, which renewal option should take priority?


Always complete application form on renewal

Allow student to renew and state there are no income changes





Once you've made a student's application renewable, they should log in and a "**renew application**" option will appear.

Hello Arya,

 **Arya Stark** Student Code: U-3FA1 
School Email: arya.stark_3164822341@admp.uk 

Welcome! 

Everyone should have access to an outstanding education. Our bursaries are awarded in cases of financial hardship as every student should be able to realise their potential. We offer bursaries so that a student's education can be of a high quality regardless of their financial situation; a bursary is directly related to the income and financial resources o... [Show full message](#)



 Bursary Application Form  →  Bursary Request 

Additional phases

[Bursary Renewal](#)

Application for Year **2025/2026**

Bursary Status **Awarded**

 **Renew Application** 



Always complete application form on renewal 

Filter Summary

Define which students this setting applies to based on specific criteria (e.g., Current School, Current Year Group, or other available filter fields).

 *Tip: Configure non-overlapping filters to avoid ambiguity.*

No filter criteria set — applies to all students

If you specified that all renewing students need to re-complete their application, they would click to renew their application and would confirm this, before being directed to complete the application again.

You are about to renew your bursary application. Are you sure?

Confirm

Cancel

! Step 1

Welcome

! Step 2

Agreement

! Step 3

Pupil

! Step 4

Household Information

! Step 5

Income

! Step 6

Bursary Summary

Welcome to the online bursary form.

You must use your school email address to complete this form; external email addresses will not be accepted.

Please ensure you have to hand the following information before beginning your application as you will be asked to attach scans or images of these documents prior to submission of your form:



Allow student to renew with no income changes

Filter Summary

Define which students this setting applies to based on specific criteria (e.g., Current School, Current Year Group, or other available filter fields).

Tip: Configure non-overlapping filters to avoid ambiguity.

No filter criteria set — applies to all students



Please review last year's application and indicate whether any of your **financial information** has changed.

Income

Earned Income (Father/Legal Guardian) (£)

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£) £ 1,000.00

Any Other Income (£)

| Benefit Type | Benefit Frequency | Amount | Benefit Annual Total |
|---|-------------------|----------|----------------------|
| Working Tax Credit / Pension Tax Credit | Monthly | £ 100.00 | £ 1,200.00 |

Summary Table

If you specified that all renewing students are allowed to renew with no income changes, the students will see a pop up preview which shows them a review of their previous Financial Information.

They will have to review your policy again by opening it, and will then be able to agree to it.

Review Financial Information ✕

Please review last year's application and indicate whether any of your **financial information** has changed.

Income

Pension received (Father/Legal Guardian) (£)

Pension received (Mother/Legal Guardian) (£)

Child Support/Maintenance Payments (Received) (£)

Any Other Income (£)

No Benefit

Summary Table

| | Value |
|---------------------|-------|
| Total Income | £0.00 |
| House Equity | £0.00 |

[Review Policy](#)

ⓘ [There are no changes!](#) [My financial information has changed!](#)

Review Policy

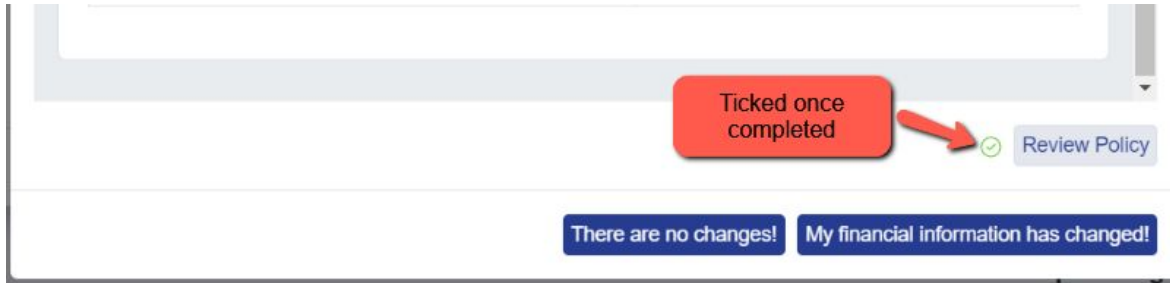
Please review and agree to the the bursary policy attached below

[Bursary Guidelines and Next Steps](#)

I have read and agree to the above policy

Declaration of Financial Information

Once the policies have been reviewed and agreed, the buttons below will become active for the students, allowing them to fill out a new form or **sign a declaration that nothing has changed, and retain all their financial information for the next form.**



The screenshot shows a web form interface. At the bottom of the form, there is a 'Review Policy' button with a green checkmark icon. A red callout box with the text 'Ticked once completed' and a red arrow points to the checkmark. Below the form, there are two buttons: 'There are no changes!' and 'My financial information has changed!'.

“There are no changes!”

OR

“My Financial Information has changed!”

As part of your renewal settings, you can control what they see and need to complete as part of the declaration if they choose **“There are no changes!”**

They confirm their submission, and their bursary status for the new cycle will show as **Submitted**.

Bursary Declaration Form

Bursary Declaration

I hereby confirm that there have been no changes to my financial circumstances since my last submission. All information provided in this bursary application is true and accurate to the best of my knowledge. I understand that providing false information may result in the withdrawal of my bursary.

I confirm that I have read and agree to the above declaration*

- Yes
 No

Bursary Declaration Signature*

Add Signature

Submit Cancel

Application for Year **2026/2027**

Bursary Status **Submitted**


Allow student to renew with no income changes ⓘ

Filter Summary ✎

Define which students this setting applies to based on specific criteria (e.g., ...)

💡 *Tip: Configure non-overlapping filters to avoid ambiguity.*

No filter criteria set — applies to all students

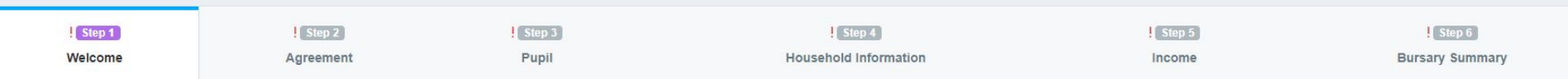
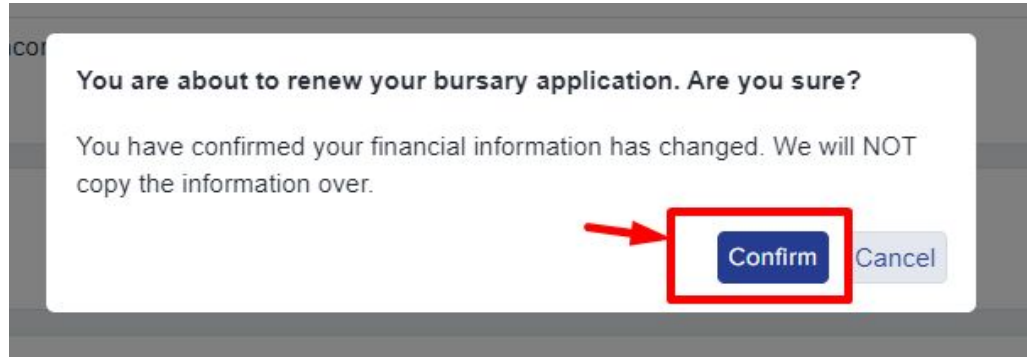
Configure Declaration Form 

You are about to renew your bursary application. Are you sure?

You have confirmed your financial information remains unchanged. We will copy the information over to the new application.

Confirm Cancel

If there are changes to their information they'll select **'My Financial Information has changed'** and a **pop up will appear** to confirm their decision. They will then need to re-complete their application, and their application status will show as **Not Started**.



Welcome to the online bursary form.

You must use your school email address to complete this form; external email addresses will not be accepted.

Please ensure you have to hand the following information before beginning your application as you will be asked to attach scans or images of these documents prior to submission of your form:

Application for Year **2026/2027**

Bursary Status **Not Started**

Test Philip Test Brown #U-7B37R



Phone
School test
Email



Overview

Concessions and Bursary Finance Activities Meeting Family Visas Concessions Bursary History

Student Info (Internal)

| | |
|----------------------------------|---------------------------------------|
| First Name | <u>Test Philip</u> |
| Last Name | <u>Test Brown</u> |
| Student Code | <u>U-7B37R</u> |
| Application Reference Number | <u>-3qBUB875-003001</u> |
| (Local) Pupil Reference Number | |
| Bursary Renewable | |
| Renewal | Yes |
| Enable Bursary Income Change | Yes |
| Bursary Application Year | <u>2026/2027</u> |
| Sims Admission Number | |
| Gender | <u>Male</u> |
| Date of Birth | <u>17/10/2015</u> - 10 years 7 months |
| School | test |
| Personal Email | |
| Year group applied for | Year 13 |

The renewal information on the student's profile overview will instantly update to **"Yes"** once the student has renewed their bursary via the student profile, and their applied year group will increase by the value of 1 (for example from Year 12 to Year 13).

A fresh Approval Band will be calculated for the students after their Bursary has been renewed, regardless of whether they still have any bursary funds left over from previous year (funds do not carry over).

| | |
|-----------------|-------------------|
| Approval Band | £500.00 |
| Funds Remaining | £500.00 (100.00%) |

Additional information: Any transaction records from the previous year will also be hidden on the student profile, but you may still view these past transactions on the Requests area of your system to view transactions from the previous academic year.

The screenshot shows the 'Requests' page with the following elements:

- Navigation:** Overview, Reports (NEW), Recent Activities, Application Groups, Tasks, Calendar, All Activities, **Requests**, Expenses, Schools & Settings.
- Bursary Application Year:** 2024/2025, **2022/2023** (highlighted), 2021/2022.
- Filters:** Number of authorisations required per request (2), Email notifications (Disabled).
- Filtering Options:** Request type, Item, Status.
- Actions:** Approve, Action, Complete, Decline, Delete, Send Email.
- Search:** Search in table, Export.
- Table:** Showing 1 to 10 of 16 entries. Columns: ID, Request ID, Student Code, Date, Created By, Students, Schools, Request Type, Item, Amount.

Callout 1: click here to visit previous year's transactions (points to 2022/2023)

Callout 2: Use the filters here to filter any request by request type, item or status (points to filter dropdowns)




Callout 3: Use this to quickly search for a particular student (points to search bar)


| ID | Request ID | Student Code | Date | Created By | Students | Schools | Request Type | Item | Amount |
|-------|------------|--------------|------------|---------------|---------------|-----------------|---------------|----------------|---------|
| 11404 | 2590 | BONS | 21/06/2022 | Adela Stark | Adela Stark | Bursary 16 Demo | Purchase | College Laptop | £400.00 |
| 12003 | 2606 | A3E4 | 21/07/2022 | Alana Kessler | Alana Kessler | Bursary 16 Demo | Reimbursement | Textbook | £15.00 |


You can view any individual student's **Bursary History** on their student profile. This will then allow you to access the student's application from the previous year, as well as their previous year's transactions, band assignments, and household income information.

Reina Brown #U-5W67E 

Phone
School
Email

     more 

Overview Concessions and Bursary Finance Activities Interview Family Visas Concessions **Bursary History** 

SELECT STUDENT  7/7

Bursary History

| Name | Bursary Year |
|--|--------------|
| Reina Brown active <small>this application</small> | 2025/2026 |
| Reina Brown | 2024/2025 |

Updating School Bands

After renewing your students, you should check your band settings to ensure that you have the accurate banding in place for this year.

To do so, go to the **Schools & Settings** tab on your Dashboard.



Bursary Application Year

2032/2033
2028/2029
2027/2028
2026/2027
2025/2026
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021

[Clone Bursary Fee & Bands Settings From This Year \(2025/2026\) To A New Year](#)

On your Bands Area, you may choose to clone last year's Bands by clicking the **“Clone Bursary Fee & Band Settings from this Year to a New Year”**.

Clone Bursary Fee & Bands Settings

Copying All Bursary Fee, Band and Equity Settings from year **2025/2026** to a new application year

To Application Year

2026/2027

Note: This will delete all existing configuration for the target year and clone the data from the source year.

Clone

Once you have successfully cloned your bands, you can also edit the bands to suit your school, and enter the total allocation you have for this academic year.

Click on an existing band or allocation to edit, or click to + New Band

| ID | Name | Bands | School Allocation |
|----|-----------------|--|-------------------|
| 2 | Bursary 16 Demo | ✖ £ 1,500.00 Curriculum Year 12 Curriculum Year 13 Curriculum Year 14 (£ 0.00 - £ 5,000,000.00) + New band | £ 150,000.00 |

In this area you can also set or update an allowance for dependent children; if you would like the platform to reduce the 'household income' where there are a large number of children in the household, you may do so here.

Child Allowance Band

[Count-based](#) [Age-based](#)

| Application Year | Child Allowance (per child) | From child number | To child number | | |
|------------------|-----------------------------|-------------------|-----------------|----------------------|-------------------------|
| 2026/2027 | 100.0 | 1 | 1 | Edit | Destroy |
| 2026/2027 | 100.0 | 2 | maximum | Edit | Destroy |

Updating Student Homepage

If you would like to make changes on your Student Homepage to update the message that you have there for this new cycle, go to **Settings > Form Settings > Student Homepage**.

Hello Arya,



Arya Stark Student Code: U-0514



B16+ Fo... Bursary Request

School Message

Welcome!

Everyone should have access to an outstanding education. Our bursaries are awarded in cases of financial hardship as every student should be able to realise their potential.



We offer bursaries so that a student's education can be of a high quality regardless of their financial situation; a bursary is directly related to the income and financial resources of the pupil's family.

You can check the status of your application at any time on this page. Once your application has been validated, this means we have all the information we require from you and we will be in touch to inform you of the [Show full message](#)

The screenshot shows a vertical settings menu on the right side of the page. The menu items are: Bursary Application Admissions Y..., SETTINGS, Bursary >, Application Form, Subject Options >, Form Settings > (highlighted in red), Dashboard Settings, Student Homepage (highlighted in red with a red arrow pointing to it), Parent Homepage, Landing Page, Application Groups, Form Groups, Student Profile, School Settings >, Enrolment Settings, and Properties >. At the bottom of the menu is a gear icon for general settings.

To update your message to the student, click **edit** and then you may preview it from a student's perspective afterwards.

The screenshot shows the 'Form Settings' interface for 'Student Homepage'. The left sidebar contains 'Welcome Message', 'Images', and 'Settings'. The main content area has a breadcrumb trail: Dashboard > Student Homepage > Parent Homepage > Landing Page > Application Groups > Form Groups > Student Profile. Under 'Welcome Message', there is a section 'Display student name with:' with a dropdown menu set to 'First Name'. A red callout box points to this dropdown with the text: 'Choose whether to address students by their legal first name or their preferred first name'. Below this is a section 'Message on student's homepage (not visible to parents when they log in)'. A red callout box points to the message content with the text: 'This message will be visible to all bursary applicants on logging in'. To the right of the message content are 'Preview' and 'Edit' buttons, which are highlighted with a red box.

You may also update your student's homepage photos by clicking edit and previewing it as a student as well.

The screenshot shows the 'Student Homepage Image' settings section. It has a breadcrumb trail: Student Homepage > Student Homepage Image. Below the breadcrumb is the title 'Student Homepage Image For All Forms'. To the right are 'Preview' and 'Edit' buttons, highlighted with a red box. Below the title is the section 'Student Homepage Image For Bursary Application', which contains a photo of a man in a suit. A red callout box points to the 'Preview' and 'Edit' buttons with the text: 'click to update your Student's Homepage photo and preview it from a student's perspective'.

Application Form Configuration

Your Bursary Application form from last year will be the same one that your new candidates will use this year. However, you are free to make any necessary changes to your form via **Settings > Application Form**.

Please see on our Knowledge Base, a PDF guide on [how to customise your Bursary Application form](#)

Customise Application Journey

Switch to old view

Global Form Settings

+ Create Test Application

All Phases

Sort Phases

Build your student application process step by step. Arrange phases in order, choose what students can see, and add your school's requirements. Your changes save automatically.

1. Account Creation

2. Bursary Application Form

3. Bursary Request

Click any phase below to open it and customise the steps students will complete. Add your own requirements or modify existing ones to fit your school's process.

1. ACCOUNT CREATION 2 steps ^

2. BURSARY APPLICATION FORM 11 steps v

Visible to Student

Visible to Staff

Sort Steps

+ Add Step

Step 1: Welcome

Step 2: Agreement

Step 3: Pupil

Step 4: Household Information

Internal

External

Student Profile

ON

OFF

ON

OFF

ON

OFF

ON

OFF

ON

OFF

ON

OFF

ON

OFF

ON

OFF

ON

OFF

You may also wish to review the type of requests that the student can make.

Navigate to **Settings > Application Form** and scroll down to **Bursary Request** to update your school's Bursary Request type, Reimbursement Items or Purchase Items.

[How to submit a Bursary Request \(Staff guide only\)](#)

[How to update the Bursary Request form](#)

[How to submit a Bursary Request \(Student Guide\)](#)



Preview as: Internal Student External Student Customise Sections

Bursary Request Sort Questions New Question

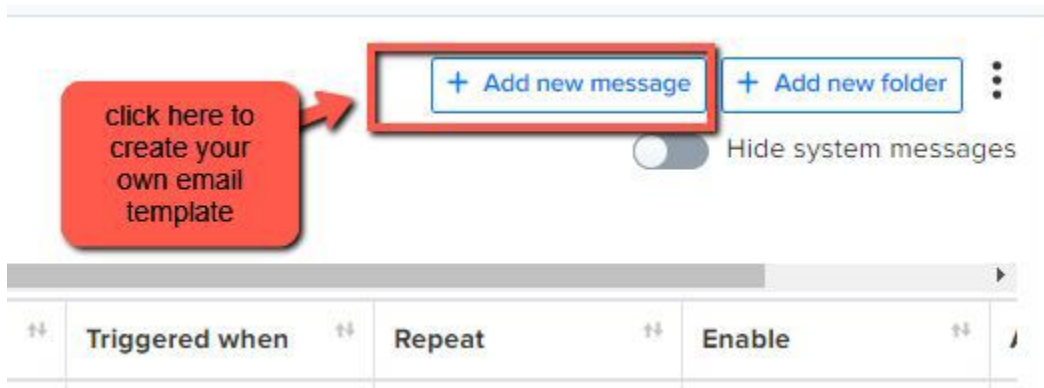
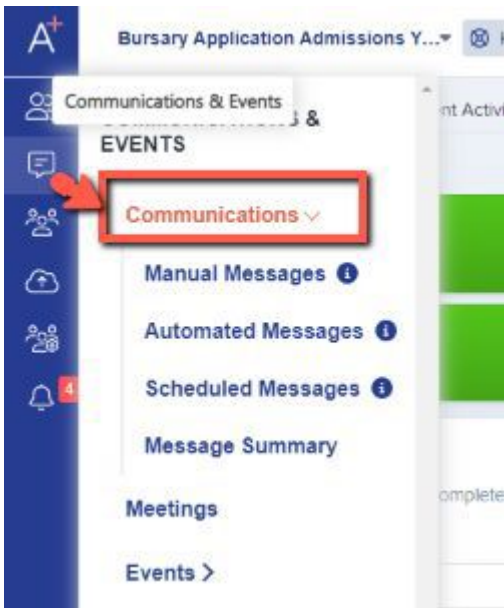
| Question | MIS export | Internal | External | Visible on Profile | Actions |
|--|------------|--|--|--|---|
| Requesting Cash Advances | | <input checked="" type="checkbox"/> ON | <input checked="" type="checkbox"/> ON | <input checked="" type="checkbox"/> ON | edit delete |
| Request type Purchase Reimburse... | | <input type="checkbox"/> OFF | <input type="checkbox"/> OFF | <input checked="" type="checkbox"/> ON | edit delete |
| Purchase item support for: Request type College L... Book School Trip Dinner Mo... Printer C... 16 answers | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> ON | edit delete lock |
| Reimbursement item support for: Request type Bus Tickets Textbook Dinner Money Printer C... Other | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> ON | edit delete lock |

Email Templates

In your **Communications & Events** tab you will see sections for Manual Messages, Automated Messages and Scheduled Messages.

The platform has several email templates already available for you to use. We would recommend having a look through these templates, seeing which ones you would like to make any changes to, to reflect the messages you would like to use at your school for this year.

You may create your own manual templates that you may use later in the cycle here.



There are also several automated emails you will need to check. We recommend going over these templates and determining which ones you want to turn on/off or alter.














Automated Messages Scheduled Messages Messages Summary

request + Add new message + Add new fold Hide system me

Showing 1 to 6 of 6 entries (filtered from 21 total entries) Show 50 entries

| Type | Template Name | Subject | Send from | Send to | Triggered by | Phase | Triggered when | Repeat | Enable |
|------|--|--|---------------------|---------|--------------|-----------------|-----------------------------|--------|--------|
| ✉ | Forward Reference Request to Another Referee | Your Reference Request has been forwarded | admin@appliance.com | Student | | Reference | Forwarded reference request | N/A | ● |
| ✉ | Request Declined | Your request has been Declined | admin@appliance.com | Student | Manually | | Bursary request declined | N/A | ● |
| ✉ | Request Completed | Your Reimbursement request has been Completed | admin@appliance.com | Student | Manually | | Bursary request completed | N/A | ● |
| ✉ | Request Actioned | Your request has been Actioned | admin@appliance.com | Student | Manually | | Bursary request actioned | N/A | ● |
| ✉ | Request Approved | Your request has been Approved | admin@appliance.com | Student | Manually | | Bursary request approved | N/A | ● |
| ✉ | Request Created | {{REQUEST_CREATOR_NAME}} has submitted a new request | admin@appliance.com | Student | Applicant | Bursary Request | After completed | N/A | 🔴 |

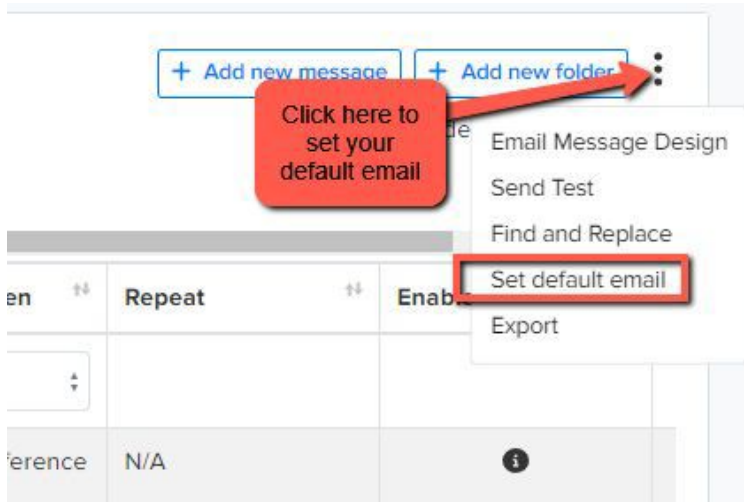
You can preview and edit them by scrolling to the right of the table.

| | | |
|--------------------------|---|---|
| Bursary request actioned | N/A |     |
| Bursary request approved | N/A |     |
| After completed |  |     |

You can edit, move to folder, preview and delete using these icons

Allows you to switch on/off an email

Before you send any emails via your platform, it is important to set your default emails; this will determine which email address your emails will be sent from (visible to students) and also which email address replies will go back to. You can set these by going to one of your email areas, clicking the kebab menu in the top right corner, and choosing **'Set Default Email'**.



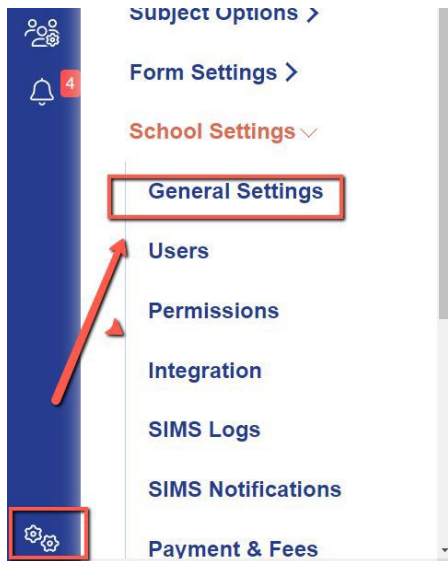
Please access our [Knowledge Base](#) for an overview of the communication area, and of course contact us on **020 3667 0764** for further questions.

Read more about DNS [here](#).

If you are seeing “admin@applicaa.com” in the From address, this means you have not requested a DNS update. You can request this by clicking this icon and adding the details for your IT Manager - it will then mean you can send emails from your own school domain once this has been activated!

A screenshot of a configuration page titled 'Set default email addresses for this form'. The page has a close button (X) in the top right corner. Below the title, there is a note: 'To update this for other forms you will need to navigate to the email template area for that form'. The main section is for setting the 'From address', which is currently 'admin@applicaa.com'. A red callout box with an arrow points to an information icon (i) next to the 'From address' label, containing the text 'Click here to submit your DNS request'. Below this, there is a text input field for 'Reply to email (to add a new email, start typing and hit 'Enter' to save)'. At the bottom, there is another text input field for 'Default email address for emails targetted at staff' and a blue 'Update' button.

Linking your Bursary Platform with your A+ System

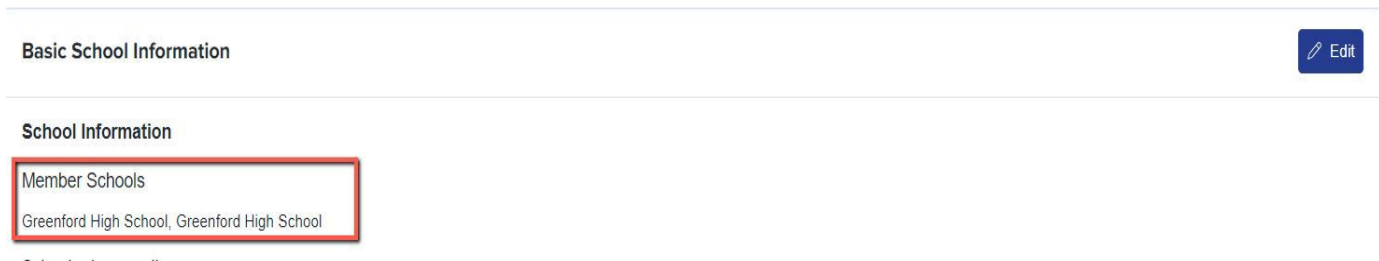


We can easily link your bursary platform to your A+ platform so your enrolled students in A+ can log into your B16+ system using the same credentials and begin an application for the bursary fund. Their basic details will carry over to B16+.

To check that the two platforms are already connected to one another, please log in to your Bursary Platform and navigate to **Settings > General Settings**.

If no member school is listed, but you would like your A+ and B16+ systems to be connected please call our Support Team on **020 3667 0764**.

You may also provide students with your Bursary link (which is the same link/URL you are using to login as a staff member), and they should be able to log in using the same credentials they used in A+.



The background features a central light blue hexagon. To its top-left is a light gray hexagon. To its top-right is an orange parallelogram. To its bottom-left is a dark blue hexagon. To its bottom-right is a light blue hexagon. Below the central hexagon is a small light blue hexagon.

Do you have any questions?