

# Bursary 16+

**"HOW -TO GUIDE"**



# ONBOARDING TASKS

Bursary Applications Admissions Year 2022/2023

Knowledge Base

Upgrades & Referrals

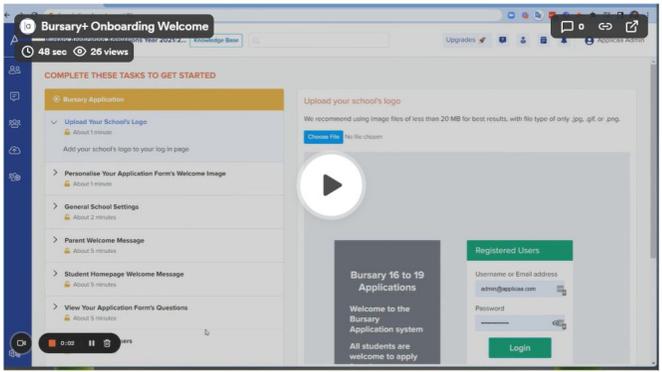
Amanda Appicae Support

### COMPLETE THESE TASKS TO GET STARTED

- Bursary Applications**
  - Upload Your School's Logo (About 1 minute)
  - Personalise Your Application Form's Welcome Image (About 1 minute)
  - General School Settings (About 2 minutes)
  - Parent Welcome Message (About 5 minutes)
  - Student Homepage Welcome Message (About 5 minutes)
  - View Your Application Form's Questions (About 5 minutes)
  - Add Other Staff Users (About 2 minutes)
  - Add Your Form's URL to Your School Website (About 1 minute)

**Managing your bursaries with Bursary16+**

You are moments away from being ready to start using your new bursary management system. Before launching, take a moment see how your new process will work!



By clicking the link in your welcome email, you will be prompted to create your platform.

Once created using your school details, you will be taken to this onboarding page where you will see a list of tasks with step-by-step instructions.

If you log out of your platform, you can return to the onboarding tasks at any time via this blue tab on your dashboard.

Bursary Application Admissions Y...

Enter 2 or more letters to search...

Refer & Save | Appicae Community | Support & Feature Requests

2025/2026

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

### Tiles

- Recent Applications
- Registered Students
- Bursary Status** ⓘ
  - Not started (0)
  - In progress (0)

Onboarding

Once you have completed these tasks, please book a meeting with your Customer Success Manager for initial training and to answer any questions you may have.

# DFE Guidance

The Bursary16+ platform was designed to assist schools in managing their bursary process in line with the updated DFE guidance, to reduce the strain on admin staff and make a seamless, discreet experience for students.

Here are some useful links to help you align your process with the updated DFE guidance.

[Link to audit checker](#)

[Link to checklist](#)

Some ways Bursary16+ can help you comply with the regulations:

Common errors v Bursary 16+ resolution	
Common errors*	Bursary 16+ resolution
Bursary fund application forms do not capture necessary evidence to confirm household income	Staff can customise form and add mandatory questions for document upload ✓
Evidence to support household income not being retained	Uploaded documents are stored securely and readily available on <b>Bursary 16+</b> ✓
Application forms are not completed and signed by students each year	Students can easily renew their application each year <b>Bursary 16+</b> collects digital signatures ✓
Blanket or fixed rate payments being made to students without considering actual need eg: awarding £10 a week when travel costs are £3.50	Student requests easily tracked and approved, funds are allocated against specific requests and proof of purchase is obtained ✓

# GENERAL SYSTEM SETTINGS

We can easily link your bursary platform to your A+ platform so your enrolled students can log into your bursary application using the same credentials they have already used for their admission, and begin an application for the bursary fund. Their basic details will pull across to Bursary16+.

Please ask your CSM connect the platforms for you.

In the 'Schools & Settings' tab you can edit the bands to suit your school, and enter the total allocation you have for that academic year.

Bursary Application Year

2023/2024  
2022/2023  
2021/2022

ID	Name	Bands	School Allocation
2	Bursary 16 Demo	£ 850.00 Curriculum Year 13 Curriculum Year 12 £ 350.00 Curriculum Year 13 Curriculum Year 12 £ 400.00 Curriculum Year 13 Curriculum Year 12 £ 500.00 Curriculum Year 13 Curriculum Year 12 £ 750.00 Curriculum Year 13 Curriculum Year 12 £ 100.00 Curriculum Year 13 Curriculum Year 12 + New band	£ 270,000.00
3	Applicaa Demo	£ 500.00 Curriculum Year 13 Curriculum Year 12 £ 800.00 Curriculum Year 13 Curriculum Year 12 £ 400.00 Curriculum Year 13 Curriculum Year 12 + New band	Edit
4	Greenford Demo	£ 1,000.00 Curriculum Year 13 Curriculum Year 12 £ 500.00 Curriculum Year 13 Curriculum Year 12 + New band	Edit

In this area you can also set 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

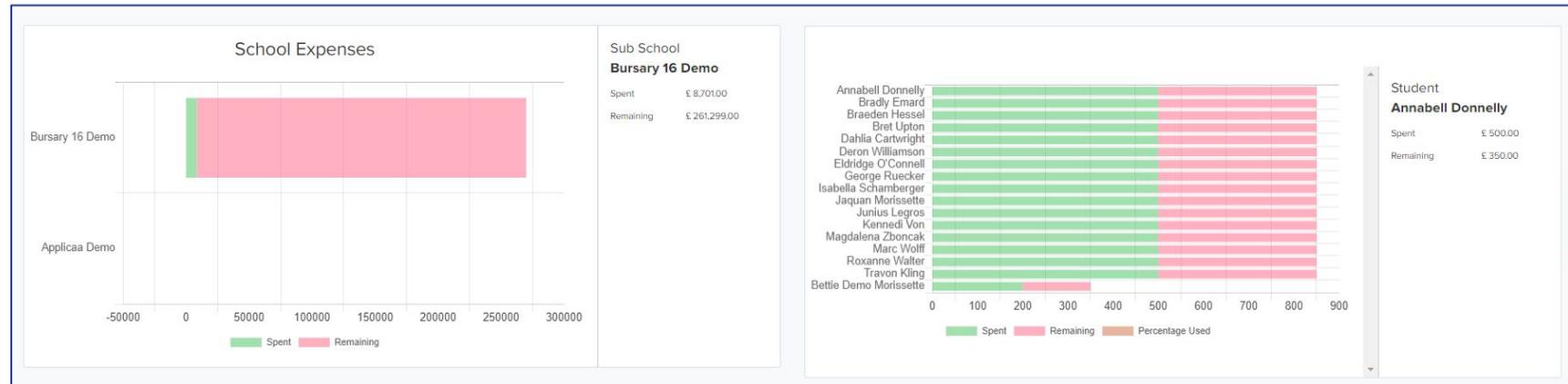
Application Year	Child Allowance	Number of child start from	Number of child start to	Edit	Destroy
2021/2022	100.0	0	1	Edit	Destroy
2021/2022	100.0	1	maximum	Edit	Destroy

New Child Allowance Band

# GRAPHS & GROUPS

The graphs on the dashboard will be populated with data once you start customising your schools & settings tab.

The graph on the left shows the allocation & remaining amount for the school overall; the graph on the right shows the allocation & remaining amount for students within your setting.



You can create and edit application groups in your platform, to categorise and separate lists of students as you need. Students must be manually added to groups and you can choose whether they can be part of one group only, or multiple groups.

Grouping mode ⓘ

Student can only be in one group at a time  Student can be in multiple groups

Send email when adding students to group at the table

Showing 1 to 14 of 14 entries Show 50 entries

Group Name	Enrolment Status	Students
Living independently		3
LAC		0
YAC		3

# DASHBOARD TILES

There are a few tiles available within your system by default; these are ones we think you will find useful but you can switch them on or off via **Settings > Form Settings > Dashboard Settings**.

You also have the option to add your own custom tiles to create lists of students based on your criteria.

**Add new tile** [Close]

Name \*  
Awarded

Color code  
[Blue bar]

Filter Summary [Edit icon]

[Save]

**Bursary Status** (bursary\_status)

is any of [Dropdown] awarded [Close]



You can then choose a name, colour and filters for your tile, and click Save Card.

Students will automatically be added to your tiles as they meet your criteria, and by clicking on the tile you will see a list of only those students.

There are many filters and options available so for common choices or guidance, please ask your CSM.

# STUDENT HOMEPAGE AND WORKFLOW

Your student homepage will be configured during your onboarding tasks but if you would like to make changes after this, go to the **Settings > Form Settings > Student Homepage**.

## Hello Test Student,



**Test Student Marianne** Student Code: U-LF7CF

School Email: oanh+student@aplicaa.com



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...

[Show full message](#)



Bursary Application Form



Bursary Request



Application for Year **2028/2029**

Bursary Status **In Progress**

Withdraw

- Students register or log in, and complete their application.
- You assess their application and decide whether to award them a bursary.
- Once they are approved onto the fund by the system (using the bands you have set up), they gain access to make requests for purchases and reimbursements.
- Students log into their profile to make requests throughout the year as and when they need.
- You are able to renew their status so they can reapply the following academic year.

# APPLICATION FORM CONFIGURATION

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

There are questions on the household information step that trigger questions on the income step ie if the student selects that they live with one parent, they will only be prompted to provide one set of income information on the following step.

For personalised training on how to customise your form and add questions specific to your school, or for any further guidance, please contact your Customer Success Manager.

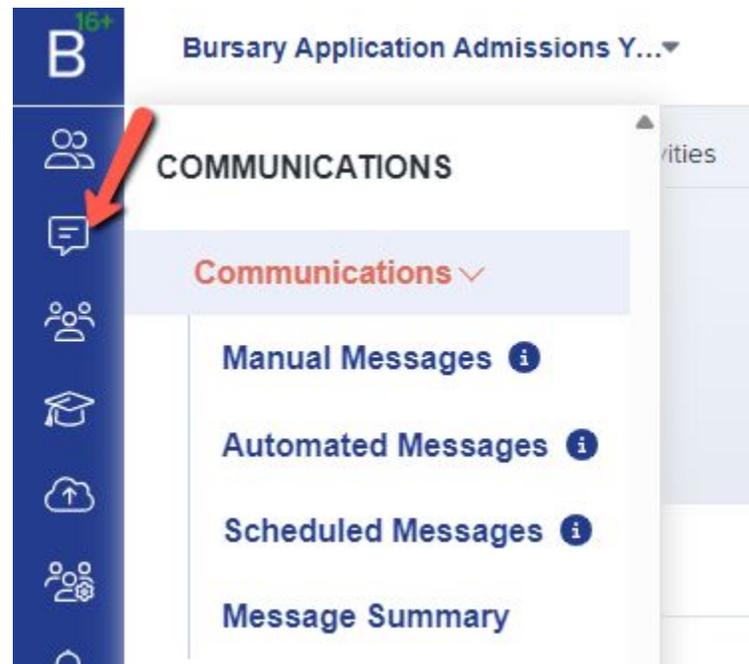
The screenshot displays a 'Preview' window of an application form configuration tool. At the top, a green header contains the word 'Preview' and a close button. Below this is a progress bar with seven steps: Step 1 (Welcome), Step 2 (Agreement), Step 3 (Pupil), Step 4 (Household Information), Step 5 (Income), Step 6 (Dependent Children), and Step 7 (Bursary Summary). Step 4 is currently selected and highlighted in purple. The main content area is titled 'Family Setting' and contains the question 'Who do you usually live with?\*' with a note: 'Changing this answer will reset any answers you have added to related questions that become hidden'. A dropdown menu is open, showing 'Both parents' as the selected option. Other options include 'Mother', 'Father', 'Other family member', 'Legal Guardian', and 'Living Independently'. Below the dropdown, there are two bullet points: 'If someone other than your parent (eg. Legal Guardian or Other Family Member) is responsible for you financially, please fill in their details below.' and 'If you are living independently, then please fill in your own details below'. Further down, there are input fields for 'Title\*' and 'First Name\*'. At the bottom of the window, there are three buttons: 'Close', 'Back', and 'Next'.

# 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 have switched on / off, and making any changes to them to reflect the messages you would like to use at your school.

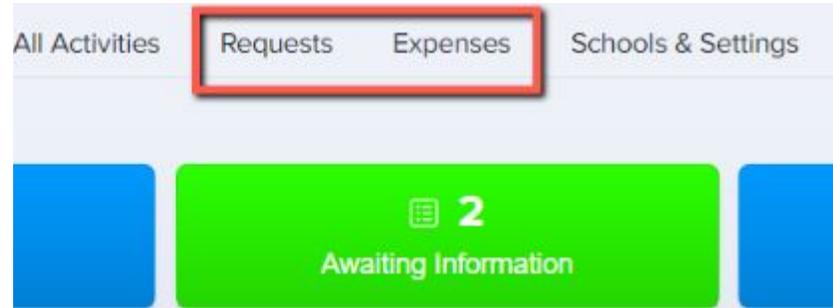
Before you send any emails via your new platform, it is important to set your default email addresses; this will determine which email address your emails will be sent from (visible to parents) and also which email address replies will go back to. This will be one of the key tasks to complete on your **onboarding tasks list**.



# REQUESTS & EXPENSES

Once students have been awarded the bursary, they will be able request items from the school bursary fund.

You can track and action those requests via the **Requests** tab.



You can also log expenses in the **Expenses** tab, if there are items you need to deduct from your main bursary fund rather than from a specific student.

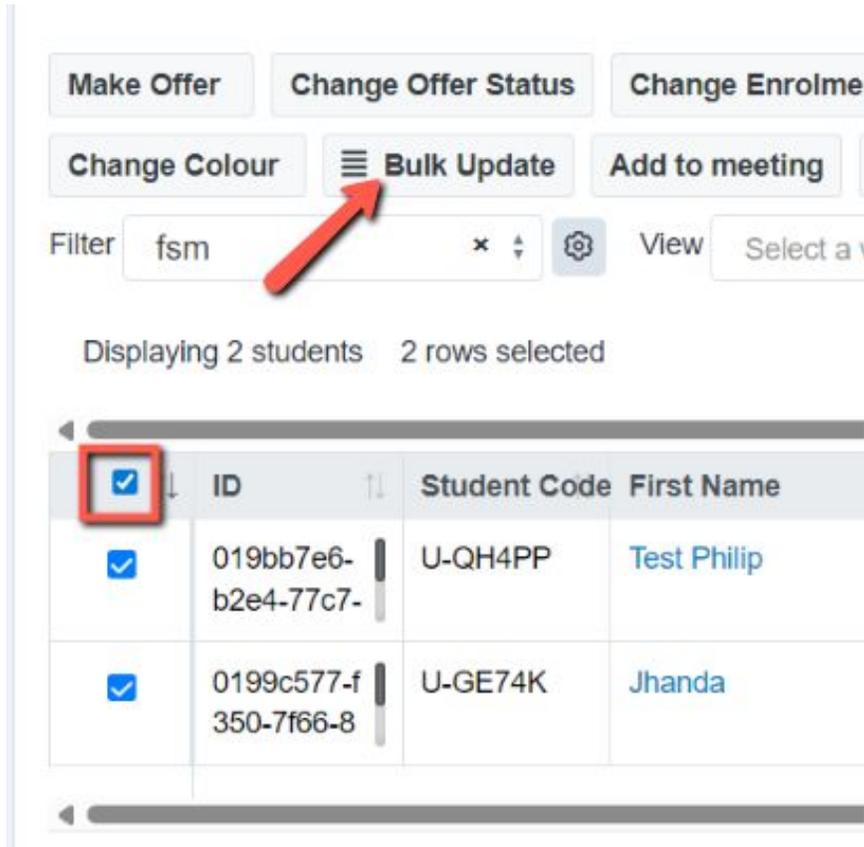
The image shows a table interface for managing requests. At the top, there is a row of action buttons: 'Approve', 'Action', 'Complete', 'Decline', 'Delete', and 'Send Email', which are highlighted with a red rectangular box. Below the buttons is a search bar labeled 'Search in table' and an 'Export' button. The table has a 'Show 10 entries' dropdown and 'Showing 1 to 6 of 6 entries' text. The table has the following columns: ID, Request ID, Student Code, Date, Created By, Students, Schools, and Request Type. There are three rows of data:

ID	Request ID	Student Code	Date	Created By	Students	Schools	Request Type
01983-bf7-ae	019933a6-bb5e-7e40-9be9-fbd1c2a2ab7d	U-U68NT	10/09/2025	Darmel Year12	Darmel Year12	test	Reimbursement
01983-bf7-ae	01992e44-c018-7b92-8872-f3b9adef1e45	U-U68NT	09/09/2025	Darmel Year12	Darmel Year12	test	Reimbursement
01983-bf7-ae	01989d66-fa94-787c-a7bb-67c51b828c31	U-U68NT	12/08/2025	Darmel Year12	Darmel Year12	test	Purchase

# RENEWALS

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 be able to do this, you must make their status 'Bursary Renewable', by selecting the students you wish to activate the application form for again, and choosing **Bulk Update**.



Make Offer Change Offer Status Change Enrolme

Change Colour **Bulk Update** Add to meeting

Filter fsm x ⌵ ⚙ View Select a

Displaying 2 students 2 rows selected

<input checked="" type="checkbox"/>	ID	Student Code	First Name
<input checked="" type="checkbox"/>	019bb7e6-b2e4-77c7-	U-QH4PP	Test Philip
<input checked="" type="checkbox"/>	0199c577-f350-7f66-8	U-GE74K	Jhanda

## Bulk Update Users ✕

Property

Is Bursary Renewable ✕ ⌵

Value

Yes ⌵

By renewing students, their current profile will be deactivated and they will no longer be able to make requests for the current year.

Save



**THANK YOU**

We hope you have found this guide useful.  
To book training, please contact your CSM