Bursary Funds Policy and Procedures

Policy number:	MS100	**Policy Owner:**	Registry Manager
EIA Status:	Compliant	**EIA meeting date:**	[EIA Meeting Date]
Approved by:	SLT	**Date approved:**	June 2026
	Committee		July 2026
	Board		July 2026
Review frequency:	Annually	**Next review due:**	01/05/2027
External website:	Yes	**Status:**	Active
Linked policies/ documents	• Attendance and Punctuality Policy and Procedure		

Policy Summary

This comprehensive policy outlines the framework and procedures for managing bursary funds at Newbury College. Its primary aim is to support students facing financial barriers to participation and completion of education by providing targeted financial assistance. The policy covers eligibility criteria, types of bursaries, application processes, assessment, and conditions for continuation or withdrawal of support.

Bursary Funds Policy and Procedures

1. Policy Statement and Purpose

Purpose

The purpose of the Bursary Funds is to help students overcome the specific financial barriers to participation they face so they can remain in education.

Bursary Funds are provided to institutions by the government's funding agencies in order that learning providers can provide financial help to students whose access to, or completion of, education might be inhibited by financial considerations.

The priority target group for discretionary funding are students who are economically or socially disadvantaged, who need support with transport, childcare or associated learning costs and are facing financial difficulty. Each application is treated on an individual basis.

Data concerning age, gender and disability is monitored and reported on a yearly basis to the Equality, Diversity & Inclusion Committee. The data of all those who are successful in gaining support from the Bursary will be analysed annually to ensure that there is equal and fair access to the Bursary.

Bursary Funds are made from separate allocations (determined by different funding streams) by the government funding agencies to meet the general needs for students in the following categories:

Newbury College Discretionary Bursary for FE Students (all ages)

We can make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment or specialist clothing. These are items that a student would otherwise need to pay for to participate in the course.

Vulnerable Young Person's Bursary for FE Students (16 – 18 years only)

The Government define who is eligible under the vulnerable student groups, this is listed in the section below. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Childcare Funds for FE students – 20+ years only

Childcare support for students over the age of 20 can be made available. Parents aged 16-19 years can be considered through a separate scheme called Care to Learn.

Hardship Funds for FE Students

Where a student suffers exceptional circumstances, an application may be made for emergency support. Applications will be considered on a case-by-case basis.

Free Meals – (16-18 Years, or over 19 but continuing a programme begun aged 16-18, or with an EHCP)

A free meal up to the value of the government subsidy (currently £3.50 per day) during term time will be available for students who are in receipt of, or have parents who are in receipt of, one or

more of the eligible benefits. Those who do not fit into these criteria but are struggling, can contact information services for support.

Transport

Students receiving a bursary can receive support to purchase a bus or train pass.

Support for Industry Placements (16 – 18 yrs on level 2 or level 3 study programmes)

Students who are undertaking a T Level will be supported throughout their Industry Placements; this is dependent on the identified placement. Further information will be provided by the Industry Placement Coordinator who is responsible for assisting with placements and the development work linked to this part of the T Level offer.

Higher Education Bursary

Support is available for students enrolled on a Higher Education course, to purchase essential materials and equipment for their course. Eligibility is based upon financial need, and students in receipt of the benefits detailed in Section 3 will be prioritised.

Advanced Learning Loan Bursary

Support is available for students who have an Advanced Learning Loan. Applications can be made to support travel costs and the purchase of essential materials, kit and equipment for their course. Eligibility is based upon financial need and students in receipt of the benefits detailed in Section 3 will be prioritised.

2. Hardship Funds

Where a student suffers exceptional circumstances, an application may be made for emergency support. Applications will be considered on a case-by-case basis. The student may be interviewed to ascertain the most appropriate support and will be expected, where appropriate, to engage with other relevant support agencies to determine a sustainable outcome and engagement with learning.

Applications for emergency hardship are not restricted to the beginning of the academic year but are subject to availability.

Where a student feels they have a financial barrier to learning not outlined above they may make an application to the fund. Funds will only be granted where there is a clear need and a barrier to learning is determined. These will be dealt with on a case-by-case basis.

In particular cases a student may have an interview with the Registry Manager to draw up a payment plan based on the individual student's needs and circumstances.

3. Eligible Students (Further Education and Higher Education)

Students are eligible to apply for Bursary Funds if they are an enrolled student with the College on a government funded course.

An eligible FE student must meet the residency eligibility criteria set out in Education and Skills Funding Agency (ESFA) funding guidance. Please see link below:

16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK

An eligible HE student must meet the nationality or residency criteria set out in the guidance on Student Finance. Please see link below:

Student finance for undergraduates: Overview - GOV.UK

4. 16 – 18 Years

The Newbury College Discretionary Bursary Fund

The College is committed to supporting students from low-income households. These students may apply for a bursary to contribute towards the cost of travel to and from College, uniform, course materials, trips and print credit. The normal maximum award for a bursary will be £1,250 however the amount awarded is dependent upon specific financial need identified.

Applications for this bursary will be assessed, and evidence will be required to support the application.

Support will be provided in the form of either a bus pass, payment towards train costs, uniform or essential equipment.

For courses lasting less than 30 weeks, the bursary will be pro-rata.

Course Costs

Materials essential for the course may be supported by the bursary, costs will be reimbursed only when receipts are submitted.

Free Meals

A free meal up to the value of £3.50 per day when at College during term time will be available for all students (aged 16 or over but under 19 on 31 August 2026) who are in receipt of, or have parents who are in receipt of, one or more of the following benefits:

- Universal Credit
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

Transport costs

- Students who receive a bursary can receive support to purchase a bus or train pass
- Students may be required to provide proof of purchase of travel each month
- Costs will be met when transport is used and, therefore, would not be paid for days when the student does not attend the College

Vulnerable Young Person's Bursary

A bursary of up to £1,200 per academic year may be applied for by the following students aged 16 – 18 years (aged under 19 years on 31 Aug 2026):

- Students in care aged 16 – 17
- Students who are care leavers aged 16, 17 and 18
- Students aged 16, 17 and 18 in receipt of income support or universal credit
- Students aged 16, 17 and 18 who are in receipt of both Employment Support Allowance and either Disability Living Allowance or Personal Independence Payments

A bursary of more than £1,200 can be paid, if it is assessed that extra help is needed to remain in education. Any payments over £1,200 must be paid from the discretionary bursary allocation.

For courses lasting less than 30 weeks, the bursary will be pro-rata.

All eligible students applying for this bursary will be assessed and evidence will be obtained to support the application and assess the financial need.

- Awards may be calculated at a termly or monthly rate
- Payments are made in instalments – by BACS
- If a student is unable to attend the College for a period of time, payments may be paused until they are required again.
- Payments will only be made to a third party, for example to a parent/guardian/carer, in exceptional circumstances.

Childcare for 16 – 19 year olds

Students aged under 20 years at the start of their course may be supported by the Care to Learn Scheme. Applications should be made using the Bursary application form. See Appendix A.

Eligibility for Discretionary Bursary and Advanced Learning Loan Bursary

The bursary is available to students aged 16-18 years whose household has an income below £35,000 or receives one or more of the following benefits below.

Students who are 19+ years must receive one or more of the eligible benefits below in their own name or have a household income below £35,000. An authorised advanced learning loan application is required to qualify for the advanced learning loan bursary.

- Household income less than £35,000 a year (after tax and not including any benefits received)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

Please note that bursary funds are limited, and the College cannot guarantee that funds will be provided to every student who meets the basic eligibility criteria. Bursary funds will be managed by the Registry Manager.

Payments to vulnerable students, over the £1,200 threshold will be paid from the Discretionary Bursary, as long as the applicant meets the eligibility criteria. The usual assessment process will be followed.

5. 19+ years

The Advanced Learning Loan Bursary

Course materials and equipment

The bursary may support the cost of course materials and equipment which are required for the course.

Transport

19+ students may apply for a bursary to support transport costs to and from their place of study. This will be by bus or train via public transport routes. Students may be required to provide proof of purchase of travel each month.

A student cannot be supported with travel costs if they are already receiving travel or expenses through another agency.

Transport routes may encompass childcare providers or schools where this is deemed practical and removes a barrier to participation.

Childcare for 20+ year olds

The Bursary meets the separate needs of all students who are primary carers of a dependent child under 15 years (16 years for children with disabilities) and who satisfy general eligibility for Bursary funds. Priority is given to Lone Parents and their unwaged dependants.

Students over 19 may be supported by the Bursary for childcare costs up to a maximum of £160 per week per child in line with Care to Learn. Any fees exceeding £160 per week for the academic year will need to be met by the student. The fees are for term time education and not through holidays. If a student is unable to attend the College for a period of time, payments may be paused until they are required again. The maximum amount to be paid for childcare per student will be £6,000 per annum.

The following must be followed by the student who is applying for support with childcare costs:

i. They use an OFSTED registered provider. Informal childcare (e.g. provided by a relative) cannot be included, even if charged for. If a family member is a registered child minder, then their fees can be paid.
ii. They apply and use all free childcare provision (Early Years Fund for 3 and 4 year olds and 2 year olds where applicable) to provide childcare for their timetabled course content in the first instance stance.
iii. They maximise the use of Working Tax Credit - Childcare element by the student or the other parent to fund additional hours over the free provision (see 2 above) before receiving the bursary childcare element.
iv. They do not have a partner, who is not seeking work, who is able to provide childcare.

Evidence will be required of the above and of a student's status and income as an individual or joint where living with a spouse or partner to support an application for childcare support.

Childcare funding will only be provided to support a student's timetable whilst they are attending regularly. Any costs incurred beyond these hours will be the responsibility of the student.

If the student does not meet satisfactory levels of attendance, then childcare payments may be withdrawn and be the responsibility of the student. The College will confirm details with the childcare provider and request a monthly invoice. The College will pay the childcare provider direct on a monthly basis – subject to attendance checks.

The College may support fees to hold a place over Christmas and Easter breaks and half-terms in order to facilitate continuity of education for both the student and child/children.

Responsibility for a child's welfare and safety lies wholly with the student and not with the College. Payments are made for childcare with a registered child minder or OFSTED registered after school club/nursery as arranged by the student to support their timetable.

Free Meals

A free meal up to the value of £3.50 per day during term time will be available for students aged between 19 – 25 with an Education Health and Care Plan (EHCP) and are in receipt of, one or more of the following benefits:

- Universal Credit
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

Tuition Fees & Exams

In exceptional circumstances and at the discretion of the College a student may fall outside of the regular fee remission categories for full funding. This may occur where the student:

- is unable to claim state benefits, JSA (WRAG) or ESA
- is over the free entitlement age thresholds
- has level 2 or 3 which is classified as 'full' yet unable to undertake the suitable progression route due to funding, awarding body or age changes, particularly as a route to Higher Education or employment
- was previously entitled to fee remission but their circumstances have changed and they wish to complete the natural next stage of that qualification at that level

In these situations, a student with a low income may apply for support with fees, exam costs and other accreditation costs linked to their course. Fee remission may be granted on a case-by-case basis.

For full fee remission details see - Newbury College Fee Guidance Notes.

The fee grant may cover all of the fees OR be used to cover the cost elements (e.g. exams, registration fees or professional membership fees).

The student MUST demonstrate how the funding will benefit their ability to access education, remain engaged in the learning setting and achieve the desired outcome.

The bursary will not cover any charges incurred from failure to attend an exam.

This fund is limited and priority will be given to previously enrolled students who would be disadvantaged by being unable to continue a programme of study.

Students are not able to claim for the cost of exam re-sits.

6. Disbursement of Funds

a. Bursary Funds are intended to provide appropriate financial support for students in individual cases where need and hardship is established.
b. The student must be an enrolled student at the College.
c. In the case of childcare, it may be paid by BACS to the childcare provider directly. Cash payments may only be made to students under exceptional circumstances.
d. The Fund will take into account the applicant's efforts to reduce expenditure by exploring other sources of support. For example:
    i. Mandatory or discretionary awards
    ii. Social Security benefits
    iii. Payments through Career and Professional Development Loans and similar schemes

Applications should be submitted during the first half term. The application will be processed as quickly as possible but cannot be processed unless all supporting evidence is supplied.

7. Application Process

- Application forms for all categories and guidelines are available from Information Services or via the website. See Appendix A & B. The College offers help and advice concerning the application process and form filling via Information Services. Students can be provided with any of the documents in an alternative format, by contacting Information Services.
- All the sections of the form must be completed, all documentary evidence must be attached as requested and the form with evidence send to bursary@newbury-college.ac.uk. Do not send original documentation as the College cannot accept responsibility for them and are unable to return by recorded delivery.
- Applications are considered on the basis of need and will be processed as quickly as possible. As available funds are limited, applications will be prioritised according to the date they are received.
- Failure to provide all the required evidence will result in an application being delayed and may result in an award not being made.
- The Bursary Fund is limited and if it becomes exhausted and further students seek support, then a waiting list scheme will come into operation.

8. Assessment

Assessment will be made using the evidence supplied by the student and supported by relevant documentation. Any changes to a student's circumstances MUST be declared to the College and a re-assessment may be carried out.

Whilst students may fulfil the eligibility conditions to apply for Bursary Funds, decisions are made according to individual need and will be prioritised according to the date they are received. If a student is unable to attend the College for a period of time, payments may be paused until they are required again.

If a student being supported with childcare costs is unable to attend the College for a period of time, payments may be paused until they are required again.

9. Appeals and Complaints

There is a formal appeals procedure for unsuccessful applicants. Please see Appeals Procedure and Complaints Policy for details.

Any complaints or queries relating to a bursary application must be submitted in writing before the end of the current academic year in which the application has been made. Complaints or queries relating to applications from previous years cannot be dealt with after this date.

10. Reduction or cancellation of support

The level of support will require re-assessment on a termly basis and possible withdrawal if:

- the student withdraws early from a course
- the student is suspended or excluded from College as a result of disciplinary action
- the student is absent from College for any reason for more than 3 weeks
- the student has been detained by a court order
- the student is found to have given incomplete/false information regarding personal circumstances.

Any withdrawal of support will be notified in writing, giving guidance for appealing against the decision.

The College may require repayment of any amount overpaid for any reason.

11. Change in circumstances

Any student in receipt of financial support from the Bursary Funds must immediately inform the Registry Manager of any:

- change in permanent address
- change in own or parents' income or receipt of benefits during the course
- intention to change course or withdraw temporarily or permanently
- significant periods of illness or absence

Please Note

All awards are made at the discretion of the College, subject to appeal as outlined above. They are based on the available level of funding, individual circumstances and Government policies and advice. Government guidelines can change throughout the academic year; the College will review the funding levels and allocation mid-year to ensure students receive the appropriate amount of support. This may include a change to the eligibility criteria. Any relevant College procedures will be altered accordingly and could affect a student's eligibility / award at a later date. A copy of the College policy is available online.

Reviewed: [April 2010/June 2011/March 2012/ April 2012 (minor amendment) August 2013, April 2014, July 2014, June 2015, April 2016, June 2016, April 17, May 18, July 2019, July 2020, June 2022, June 2023, May 2025, June 2026

Next review date due: May 2027

Appendix A:

The 16-18yrs Bursary Application Form 2026-27

Ref. no:		Date received:	

Please read the information on this form carefully. Any missing information or errors will delay your application. It is important that you provide us with the correct contact details and keep us informed throughout your time at College of any changes. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the Data Protection Act. The bursary is paid to enable you to attend learning with us and funding is **subject to good attendance**. In line with GDPR, the bank details of successful applicants will be stored securely for a period of 6 years plus the current financial year, in line with standard financial practice. After this time, the details will be deleted from our accounting system.

What is the Bursary Scheme?

The Bursary Scheme is Government funded, and it is intended to help you overcome financial barriers to learning. Funding allocated to you will be a contribution towards the costs of studying but may not cover all of your costs. You can apply for **one** of two bursaries:

- Vulnerable Bursary Scheme – Government funding for young people in one of four defined vulnerable groups
- Discretionary Bursary Scheme – Government funding awarded by the college to meet individual learner's needs

Both schemes can provide funding towards the costs of travel to and from College; uniform; course materials; educational trips. Travel is considered a priority for funding. **You can apply for Free College Meals in addition to one of these bursaries**. If you received free meals at school, it is likely that you will qualify for Free College Meals. If you need financial assistance with childcare costs, you can apply to the Care to Learn Scheme – please see: https://www.gov.uk/care-to-learn.

The normal maximum award per student is £1,250. As available funds are limited, applications will be prioritised according to the date they are received.

Who can apply?

To apply for one of these bursaries you must:

- meet the Education and Skills Funding Agency residency criteria
- be aged 16 or over but under 19 on 31 August 2026 (If you turn 19 during your course of study you will still receive funding until the end of the College year)

You will not be able to apply for this support if you are on a full cost course (unless funded by an Advanced Learner Loan or Fee Remitted), an Apprenticeship, or a Higher Education course.

To apply, please email this form with full supporting evidence. Applications and queries should be sent to: bursary@newbury-college.ac.uk

Student applicant details

Full name:			
Date of birth:		Age (on 31 August 2026):	
Address including postcode:			
Email address:			
Contact tel number(s):			

	Delete as applicable	
Do you have the right to live in the UK?	Yes	No
Have you been permanently resident in the UK for the last 3 years?	Yes	No
Do you live with a parent, guardian or relative?	Yes	No
Who else lives with you? (include all other members of the household)		

What course are you studying?

Course name and level:		Year of course: (Year 1 or 2)		Part-time or full time?	

Parent/Guardian details

Full name:	
Relationship to student:	
Email Address	
Contact number(s):	

Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary of up to £1,250 if you or your parent/guardian receive any of the benefits listed below or have a household income below £35,000 per year. Personal Independence Payment (PIP) is not an eligible benefit. This funding is allocated based on individual needs and not all students who qualify will receive the full £1,250. This bursary can fund travel costs, uniform, course materials, and trips.

You must indicate below what benefit(s) your household receives and **SEND THE EVIDENCE WITH YOUR APPLICATION**.

Eligible benefits	Please enter X	Evidence you must provide
Household Income below £35,000 net per year		Payslips covering the last three months or last 3 Universal Credit statements showing earnings from employment, if any.
Universal Credit with net earnings from employment not exceeding the equivalent of £35,000 per year		The full statement of the **three** most recent award notices which can be downloaded from your online account. It needs to show earnings from employment, if any.
Income Support		Letter dated after 31 May 2026 stating receipt of this benefit
Income Based Job Seeker's Allowance		All pages of the JSA notification letter, dated after 31 May 2026
Income Related Employment and Support Allowance		All pages of the notification letter, dated after 31 May 2026

Eligible benefits	Please enter X	Evidence you must provide
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after 31 May 2026 stating receipt of this benefit
The Guarantee Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2026
Child Tax Credit – (If you are not in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by his Majesty's Revenue and Customs.		All pages of the Tax Credit Award Notice for April 2026 to April 2027.
Working Tax Credit Run On - The 4-week payment that you receive when you stop qualifying for Working Tax Credit		All pages of the Working Tax Credit 'run-on' Award Notice

What do you need the finances to support?

Please select the type of funding support that you need:

Students on part-time courses may be reimbursed for individual bus and train tickets.

	Please select:		Where will you be travelling from:
Train travel	Yes	No	
Bus travel	Yes	No	
T Level Industry Placement Travel	Yes	No	Address of placement:
Uniform / kit / PPE	Yes	No	We will refund the cost of items such as uniform, PPE (safety equipment), books, kit, course materials. You will need to purchase these and provide receipts to claim the refund.
Course materials and books	Yes	No	

Cookery & Horticultural	Yes	No	Foundation students only. Cost will be paid directly to the course department
Trips	Yes	No	These costs are usually paid directly to the course department. Only educational trips can be covered by the bursary.

Childcare Costs (Care to Learn)

Childcare provider name:	*(Please advise if a childminder, nursery or after school club)*
Address:	
Postcode:	
Registration number of childminder:	*(We do not support non-registered minders)*

Name(s) of child/children and date(s) of birth: *(We will require a copy of the birth certificate or child benefit letter for each child)*	

Free College Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify, you will receive £3.50 for lunch per day for timetabled days at college. You are eligible for Free College Meals if you or your parent/guardian receive one or more of the benefits below. Please note: Personal Independence Payment (PIP) is not an eligible benefit.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Would you like to claim for Free College Meals?	Yes	No

Eligible benefits	Enter X below (next to the benefits you receive)	Evidence required
Universal Credit		The most recent full universal credit statement showing name and address.
Income Support		Letter dated after May 2026 stating receipt of this benefit
Income Based Job Seeker's Allowance		Notification letter dated after May 2026 stating receipt of this benefit
Income Related Employment and Support Allowance		Letter dated after May 2026 stating receipt of this benefit
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after May 2026 stating receipt of this benefit
The Guaranteed Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2026
Child Tax Credit - (If you are <u>not</u> in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by his Majesty's Revenue and Customs		<u>ALL</u> pages of the Tax Credit Award Notice for April 2026 to April 2027
Working Tax Credit Run On - The 4-week payment that you receive when you stop qualifying for Working Tax Credit		<u>All</u> pages of the Working Tax Credit 'run-on' Award Notice

Vulnerable Bursary Scheme

The Vulnerable Bursary Scheme of up to £1200 can fund travel costs, uniform, course materials, and trips. Any funds remaining after these costs are covered will be paid to you on set dates during the College year. To qualify for the Vulnerable Bursary Scheme, you must:

- be a student receiving Income Support or Universal Credit in your own name
- a care leaver
- currently looked after in Local Authority Care
- be a disabled student receiving both employment support allowance/Universal Credit and PIP

Students on full-time courses will receive up to £1,200 bursary, students on part-time courses will receive a pro-rata amount.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Eligible group	Please enter X if any of the following apply to you.	Evidence you will need to provide
I am a student receiving Income Support or Universal Credit in my own name.		Income Support or Universal Credit Award Notice.
I am a care leaver.		Letter from the Local Authority or Social Worker confirming your care status.
I am currently looked after in Local Authority Care (this includes Unaccompanied Asylum Seekers).		Letter / email from the Local Authority or social worker confirming your care status.
I am a disabled student receiving both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments in my own name.		Financial statement showing that the applicant is receiving both ESA/Universal Credit and DLA/PIP in their name.

What happens next?

For all bursary queries and to make a bursary request, please email this form with evidence to bursary@newbury-college.ac.uk.

We will contact you if we require any further information. We will email you once the application has been processed. Bursary funds are limited, and we cannot guarantee funding for all students who apply. Your application will only apply for one college year; you will need to reapply for funding each year.

Applications can only be processed if the evidence shown in the above table, of eligible benefits is submitted.

Student declaration

- I declare that the information on this form is true and accurate to the best of my knowledge – I have made this claim for support fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that funding I receive under the Bursary Scheme will be paid on condition of standards of attendance and conduct. I understand payments will not be made where these standards are not met. This includes good attendance to English and maths if applicable.
- When changes to my household financial circumstances occur, I confirm that I will notify the College immediately.
- I understand that funding I receive under the Bursary Scheme has been awarded to provide me with financial support to allow me to continue in education and if I leave education all financial support will stop, and I may be required to pay this back.
- I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
- I am clear that any payments I receive are to provide me with the means to remain in education and are to be used for items such as books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs.
- I understand that bursary funding will cover college term-time expenses only.
- I understand that my bank details will be stored securely for a period of 6 years plus the current financial year in line with standard financial practice. After this time the details will be deleted from our accounting system.
- I understand I have the right to appeal if I disagree with the outcome of my application. This appeal should be made to the Student Support Team, but if I feel I have not been treated fairly, I can follow the College complaints procedure.

Please remember to attach **all** the evidence of your eligible benefits when you submit your application. Your application cannot be processed without all the evidence.

Student applicant signature:		Date:	
Parent / Carer signature:		Date:	

Appendix B:

The 19+ Bursary Application Form 2026-27

Ref. no:		Date received:	

Please read the information on this form carefully. Any missing information or errors will delay your application. It is important that you provide us with the correct contact details and keep us informed throughout your time at College of any changes. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the Data Protection Act. The bursary is paid to enable you to attend learning with us and funding is **subject to good attendance**. In line with GDPR, the bank details of successful applicants will be stored securely for a period of 6 years plus the current financial year, in line with standard financial practice. After this time, the details will be deleted from our accounting system.

What is the Bursary Scheme?

The Bursary Scheme is Government funded, and it is intended to help you overcome financial barriers to learning. Funding allocated to you will be a contribution towards the costs of studying but may not cover all your costs. You can apply for funding towards the cost of:

- Travel (to and from College) – considered a priority for funding
- Uniform, PPE, kit
- Course Materials and books
- Educational trips
- Childcare Costs
- Registration and Exam Fees
- Free School Meals*

Who can apply?

To apply for **one** of these bursaries you must:

- meet the Education and Skills Funding Agency residency criteria.
- be aged 19 or over on 31 August 2026 and receive one of the benefits detailed in the eligible benefits section.
- be aged 19 – 25 on 31 August 2026 for free meals*, have an Education Health and Care Plan (EHCP) and one of the eligible benefits.

You will not be able to apply for this support if you are on a full cost course (unless funded by an Advanced Learner Loan or Fee Remitted), an Apprenticeship, or a Higher Education course.

As available funds are limited, applications will be prioritised according to the date they are received. To apply, please email this form with full supporting evidence. Applications and queries should be sent to: bursary@newbury-college.ac.uk

Student applicant details

Full name:			
Date of birth:		Age (on 31 August 2026):	
Address including postcode:			
Email address:			
Contact number(s):			

	Delete as applicable	
Do you have an Advanced Learning Loan?	Yes	No
Do you have the right to live in the UK?	Yes	No
Have you been permanently resident in the UK for the last 3 years?	Yes	No
Do you live with a parent, guardian or relative?	Yes	No
Who else lives with you? (include all other members of the household)		

What course are you studying?

Course name and level:		Year of course: (Year 1 or 2)		Part-time or full time?	

Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary of up to £1,250 if you receive any of the benefits listed below. Personal Independence Payment (PIP) is not an eligible benefit. This funding is allocated based on individual needs and not all students who qualify will receive the full £1,250. This bursary can fund travel costs, uniform, course materials, and trips. You must indicate below what benefit(s) you receive and INCLUDE EVIDENCE WITH YOUR APPLICATION.

You must indicate below what benefit(s) you receive and **SEND THE EVIDENCE WITH YOUR APPLICATION**.

Eligible benefits	Please enter X	Evidence you must provide
Household income below £35,000 net per year		Payslips covering the last three months or last 3 Universal Credit statements showing earnings from employment, if any.
Universal Credit with net earnings not exceeding the equivalent of £35,000 per year		All pages of the three most recent Award Notices which can be printed from your online account.
Income Support		Letter dated after 31 May 2026 stating receipt of this benefit
Income Based Job Seeker's Allowance		All pages of the JSA notification letter, dated after 31 May 2026
Income Related Employment and Support Allowance		All pages of the notification letter, dated after 31 May 2026
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after 31 May 2026 stating receipt of this benefit
The Guarantee Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2026
Child Tax Credit – (If you are not in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by his Majesty's Revenue and Customs.		All pages of the Tax Credit Award Notice for April 2026 to April 2027.

Eligible benefits	Please enter X	Evidence you must provide
Working Tax Credit Run On - The 4-week payment that you receive when you stop qualifying for Working Tax Credit		All pages of the Working Tax Credit 'run-on' Award Notice

What do you need the finances to support?

Please select the type of funding support that you need:

Students on part-time courses may be reimbursed for individual bus and train tickets.

	Please select:		Where will you be travelling from:
Train travel	Yes	No	
Bus travel	Yes	No	
T Level Industry Placement Travel	Yes	No	
Uniform / kit / PPE	Yes	No	We will refund the cost of items such as uniform, PPE (safety equipment), books, kit, course materials. You will need to purchase these and provide receipts to claim the refund.
Course materials and books	Yes	No	
Cookery & Horticultural	Yes	No	Foundation students only. Cost will be paid directly to the course department
Trips	Yes	No	These costs are usually paid directly to the course department. Only educational trips can be covered by the bursary.
Registration and exam fees	Yes	No	Registration and exam fees are in addition to tuition fees. The bursary cannot support payments of tuition fees or exam re-sits.

Childcare Costs (Care to Learn)

Childcare provider name:	*(Please advise if a childminder, nursery or after school club)*
Address:	
Postcode:	
Registration number of childminder/Ofsted no.:	*(We do not support non-registered minders)*
Name(s) of child/children and date(s) of birth: *(We will require a copy of the birth certificate or child benefit letter for each child)*	

Free College Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify, you will receive £3.50 for lunch per day for timetabled days at college. You are eligible for Free College Meals if you receive one or more of the benefits below. Please note: Personal Independence Payment (PIP) is not an eligible benefit.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Would you like to claim for Free College Meals?	Yes	No
Eligible benefits (Enter X next to benefits you receive)		
Universal Credit		
Income Support		
Income Based Job Seeker's Allowance		

Eligible benefits cont. (Enter X next to benefits you receive)	
Income Related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The Guaranteed Element of State Pension Credit	
Child Tax Credit - (If you are not in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by his Majesty's Revenue and Customs	
Working Tax Credit Run On - The 4-week payment that you receive when you stop qualifying for Working Tax Credit	

What happens next?

For all bursary queries and to make a bursary request, please email this form with evidence to bursary@newbury-college.ac.uk.

We will contact you if we require any further information. We will email you once the application has been processed. Bursary funds are limited, and we cannot guarantee funding for all students who apply. Your application will only apply for one College year; you will need to reapply for funding each year.

Applications can only be processed if the evidence shown in the above table, of eligible benefits is submitted.

Student declaration

- I declare that the information on this form is true and accurate to the best of my knowledge – I have made this claim for support fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that funding I receive under the Bursary Scheme will be paid on condition of standards of attendance and conduct. I understand payments will not be made where these standards are not met.
- When changes to my household financial circumstances occur, I confirm that I will notify the college immediately.
- I understand that funding I receive under the Bursary Scheme has been awarded to provide me with financial support to allow me to continue in education and if I leave education all financial support will stop, and I may be required to pay this back.
- I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
- I am clear that any payments I receive are to provide me with the means to remain in education and are to be used for items such as books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs.
- I understand that bursary funding will cover College term-time expenses only.
- I understand that my bank details will be stored securely for a period of 6 years plus the current financial year in line with standard financial practice. After this time the details will be deleted from our accounting system.
- I understand I have the right to appeal if I disagree with the outcome of my application. This appeal should be made to the Student Support Team, but if I feel I have not been treated fairly, I can follow the College complaints procedure.

Please remember to attach **all** the evidence of your eligible benefits when you submit your application. Your application cannot be processed without all the evidence.

Student applicant signature:		Date:	