

# FE bursary guidance 2023-24 for students aged 16-18

Bursary	To be eligible you must....	You could get....
	<p><b>General requirements:</b> <i>You must meet the General requirements and the Specific requirements for each bursary you apply for</i></p> <ul style="list-style-type: none"> <li>• Be a home student</li> <li>• Have a Net annual household income of £27,000 or less</li> <li>• Provide evidence of household income or benefit and your financial independence (where necessary)</li> <li>• Asylum Seekers do not need to provide evidence of household income.</li> </ul>	
<p><b>Travel bursary</b></p>	<ul style="list-style-type: none"> <li>• Be attending the nearest college offering the course to meet your learning aim.</li> <li>• Live more than 3 miles walking distance from college (using Google maps).</li> <li>• Apply by 11 August 2023 to ensure your pass is available at the start of term.</li> </ul> <p>N.B. Bursary funds support travel to the nearest campus offering the course and does not support journeys over 30 miles. Students needing specialist transport due to them having an EHCP plan should contact their Local Authority.</p> <p>The maximum combined travel bursary and course costs bursary award is £3,500,</p>	<ul style="list-style-type: none"> <li>• Support provided will be by the most cost - effective method, which will either be a travel pass or travel expenses paid into your bank account. If we do not have a purchasing agreement with your travel company you will be awarded travel expenses.</li> <li>• Where travel expenses are awarded, for travel on public transport, receipts evidencing the cost of travel must be provided within 2 weeks of receiving an email confirming the award. Receipts are also to be provided at the start of each term.</li> <li>• 23p per mile will be paid for fuel in exceptional circumstances.</li> <li>• Travel expenses are paid fortnightly, term time in advance.</li> <li>• If you use SEN transport provided by the County Council when you provide a copy of the Local Authorities invoice we will award expenses towards your contribution. SEN transport invoices need to be provided by the end of November 2023.</li> <li>• Bursary funds do not support the cost of taxis.</li> <li>• We will support with one change of travel pass due to relocation in an academic year</li> <li>• Travel Bursary payments will not be backdated</li> </ul>
<p><b>Course costs</b></p>	<p>Submit a course costs form detailing the items and costs you need support with and attach receipts for the essential items that you bought.</p> <p>You may submit course costs forms throughout the year without completing another bursary form. If you have been awarded a bursary and need support with costs directly relating to your course, your faculty will provide you with these items.</p> <p>If you need support paying for specialist protective clothing that faculty can't provide, university open events / interviews, exam resits, submit a course costs form detailing the items you need support with and attach receipts.</p> <p>N.B funds are limited and cannot be guaranteed.</p> <p>The maximum combined travel bursary and course costs bursary award is £3,500, funds for course costs may not be awarded if you have already been awarded the maximum bursary.</p>	<p>Essential equipment, materials and PPE needed for your course are provided, so bursary funds do not support these costs. Students are free to purchase their own items for the course at their own cost.</p> <p>We will award bursary funds to:</p> <ul style="list-style-type: none"> <li>• Reimburse faculty for the items for your course that they provide you that are not available to be borrowed e.g. specialist protective clothing.</li> <li>• Pay for essential field trips without you having to pay the trip fee.</li> <li>• Reimburse you for the cost of attending university open events / interviews and if you need to pay for exam resits.</li> </ul> <p>Bursary funds do not support:</p> <ul style="list-style-type: none"> <li>• equipment and materials that can be borrowed from college</li> <li>• laptops or any other IT equipment. Laptops can be borrowed from Faculty or are available to use in our Learning Environments</li> <li>• any equipment or books purchased with bursary funds must be returned at the end of the study programme</li> <li>• extra-curricular activities or counselling</li> </ul> <p>When you complete or withdraw from your course all items purchased using bursary funds must be returned. Any equipment not returned will be charged.</p>
<p><b>Bursaries for young people in defined vulnerable groups</b></p>	<p>The defined vulnerable groups are students who are:</p> <ul style="list-style-type: none"> <li>• in care</li> <li>• care leavers</li> <li>• receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner</li> <li>• receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right <b>(the student)</b> as well as Employment and Support Allowance (ESA) or UC in their own right <b>(the student)</b></li> <li>• if you receive UC, you could ask your UC Work Coach for help providing evidence of receiving benefits</li> </ul> <p>If you are in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or Universal Credit, your parents can no longer receive certain household/family benefits, such as Child Benefit.</p>	<ul style="list-style-type: none"> <li>• The bursary provides up to £1,200 financial support that you need to participate. The £1,200 includes support in-kind e.g. a travel pass, meal credits, specialist clothing, field trips, UCAS fees and University open events.</li> <li>• If you do not have an actual financial need because your costs have been met or because you have no relevant costs you may not be awarded a bursary for vulnerable groups.</li> <li>• If the study programme lasts for less than 30 weeks or if you are on a part-time programme you will be awarded a pro-rata amount.</li> <li>• Payments are paid pro-rata from the date the fully completed bursary application was received.</li> <li>• If you are awarded payments, they will be made fortnightly unless your attendance is less than 90% during the previous week or if you fail to adhere to the code of conduct.</li> <li>• This bursary will support the cost of attending college for additional days to use college IT equipment. It does not provide support to purchase laptops or other IT equipment.</li> </ul>

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<b>Meal credits</b>	<p>Be aged 16-18 on 31 August 2023 or continuing on a study programme you began aged 16-18 or have an EHCP plan and be in receipt of one of the following benefits:</p> <ul style="list-style-type: none"> <li>Income Support</li> <li>income-based Jobseekers Allowance</li> <li>income-related Employment and Support Allowance (ESA)</li> <li>support under part VI of the Immigration and Asylum Act 1999</li> <li>the guarantee element of State Pension Credit</li> <li>Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))</li> <li>Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)</li> </ul> <p>If you received free meals last year and we can confirm the award you will continue to be eligible for free meals if you let us know you need them. We may ask you to provide your free meal entitlement letter.</p> <p>Parents who are self-employed and in receipt of Universal Credit will need to provide:</p> <ul style="list-style-type: none"> <li>three months Universal Credit award letters and a copy of their tax return bill</li> <li>a completed self-declaration form</li> </ul>	<ul style="list-style-type: none"> <li>Provision of a free breakfast or lunch for the days you are in college or expenses when studying off-site e.g. on work experience/ placement.</li> <li>Students based at a campus take up their meal credits through college outlets, payment is made for their meal by presenting their ID card at the checkout.</li> <li>If your course is not based at a campus with a refectory, you may be awarded meal credit expenses and receive a fortnightly term time BACS payment of £3.50/ day to buy a meal.</li> <li>If meal credit expenses are awarded receipts are required for meals bought ever term. Further payments will not be made until receipts are received.</li> <li>If you are not eligible for meal credits under the standard criteria you may be able to access these through Student Support. Please speak to a member of the Student Support Team</li> <li>If you are eligible for Meal Credits and attend a placement you will need to provide details of your placement on a work/placement form.</li> </ul>						
<b>Accommodation bursary</b>	<p>Have a household income less than £32,000 and be enrolled on a specialist subject that is not available where you live e.g. land based and furniture course.</p> <p>N.B. The bursary does not support a student to participate in general FE provision that is widely available or to enable them to participate in additional activity, for example, to take part in a specific sport</p>	<p>A contribution paid directly to the landlord towards the costs of accommodation. Awards are based on individual circumstances and the type of accommodation and length of stay required.</p> <p><b>Support with accommodation for the academic year as follows:</b></p> <table border="1" data-bbox="837 920 1548 1093"> <thead> <tr> <th data-bbox="837 920 1070 976">Gross household income £</th> <th data-bbox="1070 920 1548 976">£ per year</th> </tr> </thead> <tbody> <tr> <td data-bbox="837 976 1070 1055">Up to £27,000</td> <td data-bbox="1070 976 1548 1055">Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td data-bbox="837 1055 1070 1093">£27,001 - £32,000</td> <td data-bbox="1070 1055 1548 1093">Up to £2,305</td> </tr> </tbody> </table> <p>We do not support travel from home to accommodation</p> <p><b>N.B. Where students leave part way through the year or are excluded from their accommodation, their accommodation bursary payments will stop on the date they left their course or were excluded.</b></p>	Gross household income £	£ per year	Up to £27,000	Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)	£27,001 - £32,000	Up to £2,305
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<b>Care to Learn - a government scheme</b>	<p>Care to Learn eligibility:</p> <ul style="list-style-type: none"> <li>you are a parent under 20 at the start of your course</li> <li>you're the main carer for your child</li> <li>you live in England</li> <li>your childcare provider qualifies</li> </ul> <p>Apply online at <a href="https://www.gov.uk/care-to-learn">https://www.gov.uk/care-to-learn</a></p> <p>You will need to provide evidence that you receive Child Benefit or a copy of your child's birth certificate to <a href="mailto:studentfinance@activatelearning.ac.uk">studentfinance@activatelearning.ac.uk</a></p>	<p>You can get up to:</p> <ul style="list-style-type: none"> <li>£180 per child per week if you live outside London</li> </ul> <p>Care to Learn can help with the cost of:</p> <ul style="list-style-type: none"> <li>your childcare, including deposit and registration fees</li> <li>keeping your childcare place over the summer holidays</li> <li>taking your child to their childcare provider</li> </ul>						
<b>Childcare Bursary</b>	<p>Have been awarded a maximum Care to Learn payment of £180 per week and have weekly childcare fees of more than £180 per week..</p> <p>Complete a childcare provider form.</p>	<ul style="list-style-type: none"> <li>Help with the cost of your childcare if your childcare costs are more than £180 per week.</li> <li>The maximum award is £50 / week.</li> <li>Bursary funds are paid directly to your childcare provider after we have received their monthly or termly invoice. No bursary funds are paid directly to the student.</li> </ul>						