

Policy Name	Adult Support Fund policy
Department	Finance
Created by (Job Title)	Deputy Director of Finance – Control
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E & D Policy Disclaimer	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

Contents Page

1. Introduction
2. Eligibility criteria
3. Assessment Criteria
4. Bursary Funds
5. Payments
6. Other sources of financial support
7. Administration and Monitoring
8. Appeals
9. Data privacy policy

ANNEXES

- A. Supporting evidence requirements for ESFA funded bursaries
- B. ESFA funded bursaries Terms & Conditions
- C. Level of financial support by primary study location
- D. Support for Industry placements
- E. Loan IT Device scheme
- F. Course costs and trip support
- G. Travel payment profiles
- H. Bursary Panel Terms of Reference

1. Introduction

1.1. This policy sets out the financial support available in 2023/24; the eligibility criteria and the conditions for continuous receipt of support for adult students attending any of the Bedford College campuses, the Bedford Sixth Form, the Corby Sixth Form and National College for Motorsport.

1.2. The aim of the Adult Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education and achieve.

1.3. The College receives funding for 2 types of adult bursaries:

- 19+ learner discretionary bursaries for adult learners on ESFA funded courses, which are awarded to meet individual need, for example, help with the cost of travel, course materials and study trips.
- Advanced Learning Loan discretionary bursaries for adult learners on courses funded by Advanced Learning Loans, which are awarded to meet individual need, for example, help with the cost of travel, course materials and study trips.

2. Eligibility

2.1. Students must provide evidence of how they meet the three strands of eligibility for financial support to include age, residency and household income, as well as be studying on a programme that is subject to inspection by a public body such as Ofsted and the course must be funded directly by the ESFA or by the European Social Fund (ESF).

2.2. Applications will be judged in line with AEB funding guidance for 2022/23

2.3. Eligibility for the **19+ discretionary bursary** requires that a student:

- be aged 19 or over but under 19 at 31 August 2023 and not on a traineeship
- are starting a traineeship on or after 1 August in the year in which they turn 16
- have lived within the UK / EEA for 3 years prior to the start of the course
- meet the low household income threshold as set by the College **or**
- be able to evidence difficulties obtaining a UK bank account (reviewed termly).

In addition, students with the following will be considered for support, those who:

- have learning difficulties or disabilities
- are care leavers (previous VLB students)
- participate on a Prince's trust Team Programme
- are on probation or supervised by the Youth Offending Service
- have experienced a sudden change in circumstances, such as redundancy

2.4. Eligibility for the **Advanced Learner Loan bursary** requires that a student:

- be aged 19 or over but under 19 at 31 August 2023 and not on a traineeship
- are starting a traineeship on or after 1 August in the year in which they turn 16
- have lived within the UK / EEA for 3 years prior to the start of the course
- meet the low household income threshold as set by the College **or**

- be able to evidence difficulties obtaining a UK bank account (reviewed termly).
- is in receipt of an advanced learning loan

2.5. The following categories are **not eligible** for adult bursaries:

- Students eligible for 16-19 bursary support, see 16-19 bursary policy for further details
- Students who meet the criteria for the Academic Excellence Bursary (AEB) at the Bedford Sixth Form
- Students participating through partnership arrangements
- Students on apprenticeship programmes, or any waged training
- Students on higher education programmes
- International students are not eligible for any financial support

2.6. Students may make more than one application to the fund in an academic year as a result of a change in their circumstances, or to request further support on a secondary course.

2.7. The Chair of the Bursary Panel has the right to vary the College's discretionary eligibility criteria in cases of extreme hardship providing the ESFA requirements are met.

3. Assessment Criteria

- 3.1. All ESFA funded bursaries are means tested and based on household income. Learners who have a household income up to £42,500 may apply. Applicants are expected to provide evidence to support declared household income as detailed in **Annex A**.
- 3.2. All income and benefits (including housing benefit, council tax benefit, working tax credits, child tax credits, etc.) are taken into account. The College does not take into account Child Benefit, Disability Living Allowance or Personal Independence Payment when calculating total household income.
- 3.3. For Universal Credits we will ask for the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of Universal Credit after all deductions will give a total monthly income. The 3 months statements will act as a guide to the household income for a quarter of a year and will be multiplied by 4 to estimate annual income.
- 3.4. For parents/guardians or students who are self-employed, the College will assess income based on Gross profit, but taking into account any business expenditure. For example, household items, mortgage and food would not be deducted from Gross profit but servicing of farm machinery, stationery, etc. would be deducted.
- 3.5. An assessment is made based on a completed and signed declaration from the learner or parent/guardian (dependent upon age and circumstance of learner) detailing income from employment and/or benefits along with supporting evidence of all declared income.

- 3.6. In order for funding to be awarded, the College expects that certain standards of behaviour and attendance will be met. Learners are expected to adhere to the Terms and Conditions as published in Annex B at all times and attend all lessons. In circumstances where a learner is involved in disciplinary proceedings or has poor attendance, funding may be withheld or reclaimed at the College's discretion.
- 3.7. The College can only guarantee discretionary bursary awards for applicants applying by the **04 August 2023 prior to the academic year of study**. Applications made after this date will be awarded if there is funding available.
- 3.8. Online Applications are available to all eligible students until the specific funds closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to bring forward, or extend the closing date of a fund.

4. Bursary Funds

4.1. The Adult Bursary will be offered in the following strands:

- Travel
- Course Costs
- Meals
- Fees (19+ discretionary bursary only)
- Residential
- Childcare
- Additional Learning Support (Advanced Learning Loans only)
- Discretionary (Emergency) hardship

4.2. The total amount awarded to a learner in these categories is limited to a maximum of 80% of the income the college receives towards the learner's tuition.

4.3. Notional budgets are assigned to each of the strands above. Once budgets have been exhausted no further awards can be made from this strand

4.4. Transfers of approved funds between strands are permitted, where allowable under grant conditions but must be approved by the Chair of the Bursary Panel.

Travel Bursary

4.5. Bursary funds will be administered in conjunction with Local Authority Transport Scheme's and Policies. In most cases, Bursary funds will be used to provide additional financial support where transport costs are not met in full or present a barrier to learning.

4.6. Support through bursary funds with the cost of travel is available to students who travel more than three miles to their site of study or work placement. Distance will be calculated using the shortest safe walking distance from a student's term time accommodation. Exceptional circumstances and Special Educational Needs that do not meet the Local Authority Transport Policy will be considered during assessment and through the appeals procedure where necessary.

4.7. The amount and form of travel support provided to an eligible learner varies depends upon their primary study location. Full details of the support available by primary study location can be found in **Annex C**.

- 4.8. The college may exercise discretion where a different form of support than shown in **Annex C** is deemed more suitable or cost effective.
- 4.9. The college will support transport costs during term time only.
- 4.10. Students attending extended work placements as part of a T Level programme can apply for a travel bursary if not already covered by their travel bursary or bus pass. Full details of the support provided can be found in **Annex D**.

Course Costs

- 4.11. Assessment of the level of support needed for each programme of study will be carried out in conjunction with information supplied by direct delivery teams regarding course related costs.
- 4.12. The amount and form of support provided to an eligible learner varies full details of the support available can be found in **Annex C and D**.

Loan Equipment

- 4.13. The Bursary Fund may be able to assist with costs where equipment is required to enhance a student's access to learning or to increase levels of achievement.
- 4.14. The College operates a loan IT device scheme for students have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study). Full details of the support provided can be found in **Annex E**.
- 4.15. All items purchased by the support funds remain the property of the College and must be returned if students do not complete their course.

Meals

- 4.16. Eligible Students (see section 2.3 and 2.4) are entitled to free college meals on days they attend study, or activity that is part of their course (i.e. industry placement).
- 4.17. In most cases this will be supplied through the College's catering outlets. Where this arrangement is not possible, alternative arrangements will be made. The amount of support that can be provided is shown in **Annex C**.

Fees (19+ discretionary bursary only)

- 4.18. Available to students who have been fee assessed as co-funded only.
- 4.19. The guidance permits the use of our funding (in exceptional circumstances) to support tuition fees for 19+ students who are not eligible for full fee remission or for the Advanced Learner Loan.
- 4.20. In order to manage the limited funds, support for all fees will be by exception and on referral from Student Services, Student Data, Enquiries or Finance Staff. Priority groups will include SLDD students and those in exceptional hardship who fall outside other sources of funding e.g., fee waivers and entitlement funding.
- 4.21. Fees include tuition, examinations and professional membership fees. The amount of support which can be provided is shown in **Annex C**.

Residential

- 4.22. Support towards the costs of accommodation at Shuttleworth College and the National College for Motorsport can be provided to eligible students.
- 4.23. Priority will then be given to students who live the furthest from the Shuttleworth and Motorsport campuses with poor or no transport links.
- 4.24. Students who travel more than three miles from their term time accommodation to their site of study or work placement can be issued with support towards travel costs. Distance will be calculated using the shortest safe walking distance.
- 4.25. The amount of support that can be provided is shown in Annex C.

Childcare

- 4.26. Students can also access childcare support through the bursary.

The support available per day a student attends college, or activity that is part of their course (e.g. industry placement) is shown in Annex C.

Any award will be capped at a maximum of 80% of the value of the student's course fee (section 4.2).

- 4.27. Childcare funding may only be used towards the cost of a registered childminder, nursery or pre/after-school club. Only childcare with a provider who is registered with Ofsted may be funded.
- 4.28. The availability of free childcare and education for all 3- and 4-year-olds (and some 2-year-olds) is verified with each student, and also with their nursery. If they are eligible for 2-, 3- and 4-year-old funding, childcare is only supported where the student's timetable exceeds the number of governments funded sessions.
- 4.29. Confirmation of support for childcare is subject to the student supplying a copy of their childcare contract, birth certificates and proof of childcare registration with Ofsted. Support for childcare is given only for timetabled teaching hours.
- 4.30. Nursery deposits and childcare retainers payable during college holidays are not funded.
- 4.31. In circumstances where a student faces exceptional hardship during the course of the academic year, we may provide additional financial support for childcare as long as the total funds awarded does not exceed 80% of the value of the students' course fee.

Additional learning support (Advanced Learning Loan only)

- 4.32. Funding up to £250 will be given towards any learning support requirements for students who have indicated a form of learning difficulty or disability, including:
- specialist equipment, adapted materials and other resources to support a student's learning
 - special exam arrangements if required
 - support with accessing the College
 - dyslexia, hearing and autistic support specialists
- 4.33. Access to this support will be through the Additional Support Team.

Discretionary (Emergency) Hardship

- 4.34. The college acknowledges that students may face exceptional hardship during the course of the academic year due to a change in circumstances domestically or financially.
- 4.35. An emergency hardship bursary is set aside for those in greatest financial hardship; to support them with the ongoing costs of being at college.
- 4.36. Discretionary hardship bursaries will be awarded from October onwards where a student demonstrates exceptional hardship is a barrier to learning and participation.
- 4.37. The amount of support that can be provided is shown in **Annex C**.

5. Payments

- 5.1. Awards are made on an agreed profile and each strand has its own profile. These are shown in **Annex C**.
- 5.2. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
- 5.3. Awards made by BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
- 5.4. Awards will normally be paid into your bank account. If you do not have a bank account, you will need to open one. See <https://www.moneyadvice.service.gov.uk/en> for information on bank accounts.
- 5.5. If you do not have a UK bank account, we will only be able to award you the internal transfer element of your bursary award. No regular BACS payments will be made ie, support for travel.
- 5.6. Bursary payments are made dependent upon attendance: we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
- 5.7. Your Personal Achievement Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.

6. Other sources of financial support

Care to Learn

- 6.1. If you're a parent aged 16-19 the Government's Care to Learn scheme could pay up to £180 per child per week towards your childcare and travel costs whilst you study. If you require help with childcare costs you should apply online <https://www.gov.uk/care-to-learn> or contact the helpline **0800 121 8989**.

Harpur Trust

- 6.2. The Harpur Trust provide further support to students on low household incomes living in the Bedford Borough. This fund is targeted at students in exceptional hardship studying on vocational courses or courses that teach trade skills; including commercial courses, or where the student does not qualify for other bursaries.

Connolly Foundation

6.3. The Connolly Foundation provide non-means-tested bursaries to students living in the Bedford Borough for apprentices on specified apprenticeship programmes such as Electrical, Engineering, Construction and Plumbing, as well Health and Social Care students studying on a T-Level programme

Bedford Training Group

6.4. The Brunel Centre of Bedford bursary provides a non means tested bursary to students living in the Bedford Borough studying on our Engineering programmes.

The Bedford College Academic Excellence Bursary

6.5. A non-means-tested bursary is available to students at the Bedford or Corby Sixth Forms who meets the criteria, starting their course in September 2022 or 2023.

Students must:

- have achieved five GCSEs with grades 9 – 7, including English Language and Mathematics.
- have applied for a full-time place as a student at The Bedford or Corby Sixth Forms
- have submitted a complete application via our online portal before 30 September of the first academic year studying at Bedford and Corby Sixth Form.

6.6. New students starting their course in September 2023 who are eligible for the AEB can also apply to receive DLS or VLB funds.

Higher Education Financial Support

6.7. The College provided Students studying Higher Education courses the following bursaries each with their own eligibility criteria.

- University Centre Travel Bursary
- University Centre Progression Bursary
- University Centre Hardship Fund

7. Administration & monitoring

Administration

7.1. Applications for vulnerable learning bursaries and emergency hardship bursaries will be processed by the Student Services Team regardless of a learner's location of study.

7.2. Applications for discretionary learning or residential support where the learners primary study location is either Bedford Sixth Form, Corby Sixth Form, Central Bedfordshire or Shuttleworth will normally be processed by the local Student Support Advisor.

7.3. All other applications to the fund will be processed by the Finance Team.

7.4. In case of extreme hardship where a student demonstrates exceptional hardship, which is a barrier to learning and participation applications can be processed by an approved member of the Student Services Team.

- 7.5. Funds may not be transferred in or out of the residential bursary fund and any unspent funds are to be returned to the ESFA.
- 7.6. Discretionary or Vulnerable Learner bursary cannot be transferred into the residential bursary fund.

Monitoring

- 7.7. The Bursary Panel meets fortnightly during August, September and October, and once per half term thereafter as required, to discuss Bursary matters. The terms of reference of the panel can be found in **Annex H**.
- 7.8. Monitoring of the fund is the responsibility of the Deputy Director of Finance and the Accounts Manager. The Finance Team record, track, and monitor all commitments made against funds available on a monthly basis to ensure the fund is not overspent
- 7.9. The Finance Team will compile an annual return of funds used, for submission to Education Skills Funding Agency in February, with an end of year return due in October.
- 7.10. Take-up of the fund is monitored annually in relation to retention and reported in the self-assessment report SAR.
- 7.11. Feedback from students on how the bursary has impacted their learning is collected annually by the Head of Student Services.

8. Appeals

- 8.1. If a student does not agree with any decision made in relation to judgements on the distribution of support funds, then they can appeal in writing to bursaries@bedford.ac.uk
- 8.2. All appeals should be made within 10 working days of the decision being notified and addressed to the Student Bursary Panel at Bedford College.
- 8.3. Appeals will be acknowledged within 3 working days by the Student Finance team and students will receive a response and a decision within 10 days of the appeal.
- 8.4. The outcome of appeals are to be decided by the Head of Student Services and the Deputy Director of Finance.
- 8.5. If a student does not agree with the appeal decision, they must raise a complaint using the College's complaint procedure.

9. Data Privacy Policy

- 9.1. The privacy and security of our student's personal information is extremely important to us. Our **Student Privacy Notice** sets out what we do with the information we collect and what we do to keep it secure. It also explains where and how we collect this information, as well as the student's rights over their personal information.
- 9.2. A full copy of the **Data Privacy Policy** is available on the college website under Downloads: <https://www.bedford.ac.uk/downloads>; please refer to the policy for more information.
- 9.3. The policy applies to students at The Bedford College Group (registered Bedford College), which includes the brands Bedford College, National College for Motorsport, Shuttleworth

College, The Bedford Sixth Form, The Corby Sixth Form, Tresham College and Central Bedfordshire College. It also includes any other brands we add to this group in the future.

Annex A – Supporting evidence requirements for ESFA funded bursaries

Source of income	Acceptable evidence
Waged income *	Pay slips for the last 3 months consecutive months
Tax Credits **	2023/24 Tax Credits Notifications - all 6 pages required 2023/24 Provisional Tax Credit - all 6 pages required
Income from self-employment ^	Annual tax review (if self-employed) Most recent audited accounts (within past 12 months) Letter from a qualified accountant confirming income
Benefits - IS, JSA, ESA & LASS *	Letter from Job Centre plus/DWP showing means tested benefit
Universal credits *	Universal Credit Award – full award information for the last 3 months
Guaranteed Pension Credit *	Pension credit - guaranteed element
Nil income (both required) *	Most recent bank statement
	Please provide evidence of income for the rest of the household
Asylum Seeker *	Local Authority Letter
I am in care or am a care leaver *	Local Authority Letter
No UK bank account	Self-declaration form (completed via Pay My Student)
	Letter from bank declining bank account or evidence of a recent application for a UK bank account.

* All evidence provided must be dated within the last three months

** Tax Credit notifications must be for the current tax year starting April 2023.

^ Annual tax review must be the most recent document submitted to HMRC or Companies House.

Annex B – ESFA funded bursaries terms and conditions

General

1. Applications are usually available to all students until the specific fund closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to extend the closing date subject to availability of funds.
2. The total amount awarded to a learner in these categories is limited to a maximum of 80% of the income the college receives towards the learner's tuition.

Assessment

3. Financial support is assessed against household income.
 - Students under 19 and living at home and/or supported by parents/guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
 - Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.
4. The College operates a household income banding system. Band 1 covers all household income less than £16,190 and band 2 covers all household income between £16,191 and £42,500.
5. Financial support is assessed against household income. Students under 19 and living at home and/or supported by parents/ guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
6. Receipt of bursary funding does not affect receipt other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.
7. As well as the evidence of Income Support or Universal Credit, colleges are required to see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. for students who live independently.

Payments

8. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
9. Awards made by via BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
10. Awards will normally be paid into your bank account. If you do not have a bank account, you will need to open one. See <https://www.moneyadviceservice.org.uk/en> for information on bank accounts. If you change your bank account you must change this on your online account as soon as possible, we cannot take responsibility if a payment is made into the wrong account if you have not

informed us.

11. Internal transfers will be processed to the relevant College department by the Student Finance Team on your behalf.
12. Awards of meals bursary will be loaded onto your Student ID Badge to use in the College refectory or coffee shop, for use on the days that you are timetabled to be in college. Funds can be accessed using your College ID badge and are only available for a 24-hour period. Any unused funds will be removed.
13. Bursary payments are made dependent upon attendance: we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
14. Your Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.
15. The College does not make bursary fund payments as regular payments for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.
16. If an asylum seeker is eligible for only support in the form of course-related books, equipment or a travel pass will be provided. We are not permitted to give these students cash payments.

Changes in Circumstances

17. You must notify the College of any change in family circumstances which may impact upon your award. The College reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in you no longer being eligible for the award. It also reserves the right to recover all or part of any overpayment made resulting from a change in circumstance.
18. The College reserves the right to request repayment of all or part of any bursary payment a student has received; and/or return of equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.

Childcare Awards

19. Government funded financial support for students aged 20 years and over on eligible funded courses. Students aged between 16 and 19 must apply to Care to Learn for childcare funding. www.gov.uk/care-to-learn
20. We will only provide funding for childcare during timetabled lessons on a term-time only basis.
21. A direct payment to the childcare provider in arrears in the first week of each month.
22. All 3 to 4-year-olds (and some 2-year-olds) in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week over 38 weeks of the year. Some qualify for 30hrs a week. Students will be required to use this allocation towards their study time at the College, we will pay for any additional childcare needed above the government funding. We cannot duplicate any government support available to the student.
23. The College will only pay for a maximum notice period of up to four weeks in the event that a student withdraws from the College without informing the childcare organisation. Childcare organisations are advised to inform the college of any child absence of one week or over where

they are receiving childcare funding for that child.

24. The Childcare Bursary does not pay for deposits or retainers.

25. A copy of the student's award letter will be sent to the childcare provider. The award letter will show how much the student is getting, based on

- the total number of days per week
- the number of weeks in the academic year
- the payment dates

Annex C – Discretionary Learning Support by primary study location

Table 1 – Bedford Borough campuses

Primary study location Cauldwell Street Campus, Brooks Hair & Beauty, Bedford Sixth Form (a), Vehicle Technology Centre + Gas & Plumbing Centre			Band 1 Less than £16,190	Band 2 £16,190 - £42,500
Travel (monthly)*	A	Core Travel Zone	£550 per annum payment profile shown in Annex G	£550 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (b)	£600 per annum payment profile shown in Annex G	£600 per annum payment profile shown in Annex G
	C	Outside Core Travel Zone Multiple buses, or provider not participating in Bus Fare Cap Scheme (c)	£850 per annum payment profile shown in Annex G	£850 per annum payment profile shown in Annex G
Course costs (one-off)		Banded by course	See Annex F	See Annex F
Trip Costs (one-off)		Banded by course	See Annex F	See Annex F
Meal bursary (daily)			£5.00 per day	£5.00 per day
Print Credits (one-off)			£20	£20
Fees (d) (one-off)			75%	50%
Additional Learning (e) (one-off)			£250	£250
Childcare			£25 per day Max £100 per week	£18.75 per day Max £75 per week

(a) Awards available to new learners, or returning learners who are not eligible for the Advanced Excellence Bursary see link for criteria

[Academic Excellence Bursary | The Bedford Sixth Form](#)

(b) To see if you live in the Stagecoach mega rider zone visit their website

[MegaRider tickets for Bedfordshire | Stagecoach \(stagecoachbus.com\)](#)

[Bedford - JAN 2022.pdf \(tiskon-maps-stagecoachbus.s3.amazonaws.com\)](#)

* Travel awards are based upon a full-time student, awards for part time students will be made on a pro rata basis.

(c) To see if your route is covered by the Bus Fare Cap scheme visit the site below

[£2 bus fare cap - GOV.UK \(www.gov.uk\)](#)

(d) only available to students eligible for 19+ discretionary bursary

(e) only available to students eligible for an advanced learning loan bursary

Table 2 – Shuttleworth campus

Primary study location Shuttleworth College			Band A Less than £16,190	Band B £16,190 - £42,500
Travel (annual)*	A	College bus pass (a)	£750 per annum	£750 per annum
Travel (monthly)*	B	Non-College bus pass	£600 per annum payment profile shown in Annex G	£600 per annum payment profile shown in Annex G
	C	Outside Core Travel Zone Multiple buses, or provider not participating in Bus Fare Cap Scheme (b)	£850 per annum payment profile shown in Annex G	£850 per annum payment profile shown in Annex G
Course costs (one-off)		Banded by course	See Annex F	See Annex F
Trip Costs (one-off)		Banded by course	See Annex F	See Annex F
Meal bursary (daily)			£5.00 per day	£5.00 per day
Print Credits (one-off)			£20	£20
Residential bursary (termly)			£1,233 per term	£858 per term
Fees (c) (one-off)			75%	50%
Additional Learning (d) (one-off)			£250	£250
Childcare			£25 per day Max £100 per week	£18.75 per day Max £75 per week

(a) To see college bus routes and timetable please visit [_](#)

[Travelling to Shuttleworth | Shuttleworth College | Further & Higher Education \(bedfordcollegegroup.ac.uk\)](#)

(b) To see if your route is covered by the Bus Fare Cap scheme visit the site below

[£2 bus fare cap - GOV.UK \(www.gov.uk\)](#)

(c) only available to students eligible for 19+ discretionary bursary

(d) only available to students eligible for advanced learning loan bursary

* Travel awards are based upon a full-time student, awards for part time students will be made on a pro rata basis.

Table 3 – Northamptonshire County Council Campuses

Primary study location Kettering - Windmill Avenue Corby - Oakley Road & Corby Sixth Form Wellingborough - Croyland Hall & Church Street Silverstone - National College of Motorsport			Band A Less than £16,190	Band B £16,190 - £42,500
Travel (Termly) *	A	Core Travel Zone (b)	Free (a) or £550 per annum payment profile shown in Annex G	£550 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (b)	Free (a) or £600 per annum payment profile shown in Annex G	£600 per annum payment profile shown in Annex G
	C	Outside Core Travel Zone Multiple buses, or provider not participating in Bus Fare Cap Scheme (c)	£850 per annum payment profile shown in Annex G	£850 per annum payment profile shown in Annex G
Course costs (one-off)		Banded by course	See Annex F	See Annex F
Trip Costs (one-off)		Banded by course	See Annex F	See Annex F
Meal bursary (c) (daily)			£5.00 per day	£5.00 per day
Print Credits (one-off)			£20	£20
Residential (monthly)		National College of Motorsport only	£355 per month	£240 per month
Fees (c) (one-off)			75%	50%
Additional Learning (d) (one-off)			£250	£250
Childcare (monthly)			£25 per day Max £100 per week	£18.75 per day Max £75 per week

(a) To see if you are eligible for a bus pass funded by Northamptonshire County Council, please see their website

[Post-16 travel assistance - Schools and education \(northamptonshire.gov.uk\)](https://www.northamptonshire.gov.uk/post-16-travel-assistance-schools-and-education)

(b) To see if you live in the Stagecoach megarider zone see their website.

<https://www.stagecoachbus.com/regionaltickets/midlands/kettering/megarider>

Kettering & Corby

[MegaRider tickets for Kettering | Stagecoach \(stagecoachbus.com\)](https://www.stagecoachbus.com/megarider-tickets/kettering)

[KC MegaRider Map Jan 2022 \(tiscon-maps-stagecoachbus.s3.amazonaws.com\)](https://www.tiscon-maps-stagecoachbus.s3.amazonaws.com/kettering-megarider-map-jan-2022)

Wellingborough

[MegaRider tickets for Wellingborough | Stagecoach \(stagecoachbus.com\)](https://www.stagecoachbus.com/megarider-tickets/wellingborough)

[Wellingborough MegaRider Jan 2022 \(tiscon-maps-stagecoachbus.s3.amazonaws.com\)](https://www.tiscon-maps-stagecoachbus.s3.amazonaws.com/wellingborough-megarider-map-jan-2022)

* Travel awards are based upon a full time student, awards for part time students will be made on a pro rata basis

(c) To see if your route is covered by the Bus Fare Cap scheme visit the site below

[£2 bus fare cap - GOV.UK \(www.gov.uk\)](https://www.gov.uk/2-bus-fare-cap)

(d) only available to students eligible for 19+ discretionary bursary

(e) only available to students eligible for advanced learning loan bursary

Table 4 – Central Bedfordshire College Campuses

Primary study location Kingsway, Dunstable The Incuba, Dunstable Leighton Buzzard Campus			Band 1 Less than £16,190	Band 2 £16,190 - £42,500
Travel (Termly) *	A	Core Travel Zone (a)	£550 per annum payment profile shown in Annex G	£550 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (a)	£600 per annum payment profile shown in Annex G	£600 per annum payment profile shown in Annex G
	C	Outside Core Travel Zone Multiple buses, or provider not participating in Bus Fare Cap Scheme (b)	£850 per annum payment profile shown in Annex G	£850 per annum payment profile shown in Annex G
Course costs (one-off)		Banded by course	See Annex F	See Annex F
Trip Costs (one-off)		Banded by course	See Annex F	See Annex F
Meal bursary (c) (daily)			£5.00 per day	£5.00 per day
Print Credits (one-off)			£20	£20
Fees (c) (one-off)			75%	50%
Additional Learning (d) (one-off)			£250	£250
Childcare (monthly)			£25 per day Max £100 per week	£18.75 per day Max £75 per week

(a) To see if you live in the Luton and Dunstable zone see their website.

<https://www.arrivabus.co.uk/buy-tickets/region/beds-and-bucks/zone/ats012>

* Travel awards are based upon a full-time student, awards for part time students will be made on a pro rata basis

(b) To see if your route is covered by the Bus Fare Cap scheme visit the site below

[£2 bus fare cap - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/2-bus-fare-cap)

(c) only available to students eligible for 19+ discretionary bursary

(d) only available to students eligible for advanced learning loan bursary

Annex D – Support for Industry placements

1. Travel

- 0 - 3 miles - no support (in line with main policy).
- 3 - 6 miles - £4/day whilst on placement
- 6 - 10 miles - £8/day whilst on placement
- 10+ miles - £10/day whilst on placement

Support will be paid monthly in arrears and split evenly over the remaining months of the academic year.

2. Specialist equipment

- BAND 1 Household income range £0 - £16,190 = 75% of evidenced costs.
- BAND 2 Household income range £16,190 - £42,500 = 50% of evidenced costs.
- BAND 3 Household income range £42,500 + = 25% of evidenced costs.

Up to a maximum of £100 per learner

This award will be paid in a single BACS payment on the next available payment run after the award is approved

3. Meals

This will only be awarded if a student is entitled to Meals Bursary. £5.00 per day whilst on placement. Paid evenly by BACS over the rest of the academic year

Annex E – Loan IT device Scheme

The College operates a loan IT device scheme for vulnerable children and young people to include those who may have difficulty engaging with remote education at home.

The Department for Education provide examples of disadvantaged students as:

- with no digital devices in their household
- whose only available device is a smartphone
- with a single device in their household that's being shared with more than one other family member
- who do not have a fixed broadband connection at home

The loan IT device scheme is initially opened to students who,

- ***Studying on a full-time programme***
- ***Have an approved vulnerable bursary for the current academic year.***
- ***Have not been issued with a laptop by their local authority / virtual school.***
- ***Have no device, be predominantly using a smart phone or tablet or are sharing a device with more than 1 member of their household (as per DfE guidelines) to access online resources.***
- ***Are studying for a GCSE or Functional Skills in English or Mathematics, or an eligible course.***

or,

- ***Studying on a full-time programme***
- ***Submitted and application on or before the guarantee discretionary bursary deadline***
- ***Have an approved discretionary bursary for the current academic year.***
- ***Have a household income of less than £16,190.***
- ***Have no device, be predominantly using a smart phone or tablet or are sharing a device with more than 1 member of their household (as per DfE guidelines) to access online resources.***
- ***Are studying for a GCSE or Functional Skills in English or Mathematics, or an eligible course.***

All applications are to be submitted online on bursary portal.

Awards will be made on a first come first served basis until all IT devices are allocated.

IT devices will be available to collect from Student Services by appointment only no earlier than the **w/c 02 October 2023**.

All students will be required to sign a loan agreement before the IT device is issued to them.

Students must return the device when their learning has been completed, or if they leave the course before completion. The device must be returned in the same condition as it was received.

Annex F – Course costs and trip support

Course costs

Level of support by band

	Band 1	Band 2
A	£0	£0
B	£15	£10
C	£25	£15
D	£45	£30
E	£70	£45
F	£100	£65
G	75% of fee	50% of fee

To find out the support available for your course please click [here](#).

If your course is not listed, please contact bursaries@bedford.ac.uk for advice on the level of support available

Trip costs

Level of support by band

	Band 1	Band 2
A	£0	£0
B	£15	£10
C	£25	£15
D	£45	£30
E	£70	£45
F	£100	£65
G	75% of fee	50% of fee

To find out the support available for your course please click [here](#).

If your course is not listed, please contact bursaries@bedford.ac.uk for advice on the level of support available

Students without a UK bank account will be issued 100% support towards trip fees.

Annex G – Travel payment profiles

Travel support award will be paid on the following profiles

In Zone awards

Month	Profile	£
September	10%	55
October	10%	55
November	15%	83
December	5%	28
January	15%	83
February	10%	55
March	10%	55
April	5%	28
May	10%	55
June	10%	53
July	0%	0
Total	100%	550

Out of Zone awards

Month	Profile	£
September	10%	60
October	10%	60
November	15%	90
December	5%	30
January	15%	90
February	10%	60
March	10%	60
April	5%	30
May	10%	60
June	10%	60
July	0%	0
Total	100%	600

Out of Zone awards (Multi Bus or non-Bus Fare Cap Scheme)

Month	Profile	£
September	10%	85
October	10%	85
November	15%	128
December	5%	43
January	15%	128
February	10%	85
March	10%	85
April	5%	43
May	10%	85
June	10%	83
July	0%	0
Total	100%	850

Travel award profiles are based upon a full-time student, awards for part time students will be made on a pro rata basis

Annex H

Student Bursary Panel Terms of Reference

Responsibilities delegated to the Bursary Panel

To ensure all College bursary awards are made in line with agreed policies and budgets.

Reporting arrangements

The bursary panel shall report to the Deputy Chief Executive and the Director of Student Services on a quarterly basis and to the Executive team from time to time.

Membership/Frequency

The panel will meet fortnightly during July, August and September and at least once per half term thereafter to review progress and budgets.

The panel will consist of

- Deputy Director of Finance – Control (Chair - designated by Finance Director)
- Head of Student Services
- Student Services Manager
- Accounts Manager
- Student Bursaries Co-Ordinator

Other staff members may be invited to attend when the need arises

