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Department	Finance
Created by (Job Title)	Group Director of Finance
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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
3. Assessment Criteria
4. Bursary Funds
5. Payments
6. Governance and Discretion
7. Other sources of financial support
8. Administration
9. Monitoring
10. Appeals
11. Data privacy policy

ANNEXES

- A. Supporting evidence requirements for DFE funded bursaries
- B. DFE 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 explains the financial support available to adult students in the 2025–26 academic year. It sets out who can apply, what support is available, and what conditions must be met to continue receiving it.
- 1.2. The Adult Bursary Fund is here to help students overcome financial barriers so they can stay in education and succeed.
- 1.3. There are two types of adult bursaries:
 - **19+ Discretionary Bursary** – for students on DFE-funded courses. This can help with things like travel, equipment, and study trips.
 - **Advanced Learner Loan Bursary** – for students with an Advanced Learner Loan. This supports similar costs.
- 1.4. This policy applies to all eligible students studying at any of the Bedford College Group campuses, including Bedford College, Central Bedfordshire College, Shuttleworth College, The Bedford Sixth Form, The Corby Sixth Form, and the National College for Motorsport.

2. Eligibility

- 2.1. Students must provide evidence of how they meet the three strands of eligibility for financial support. This includes age, residency, and household income. You must also be studying on a course that is inspected by a public body (such as Ofsted) and funded directly by the Department for Education (DfE) or the European Social Fund (ESF).
- 2.2. Applications will be assessed in line with Adult Skills Fund funding guidance for 2025–26.
- 2.3. Eligibility for the 19+ Discretionary Bursary requires that a student:
 - is aged 19 or over on 31 August 2025 and not on a traineeship
 - has lived in the UK or EEA for 3 years prior to the start of the course
 - meets the low household income threshold as set by the College, or
 - can provide evidence of difficulties opening a UK bank account (reviewed termly)
- 2.4. In addition, students in the following situations may also be considered for support:
 - those with learning difficulties or disabilities
 - care leavers (previous VLB students)
 - those participating in a King's Trust Team Programme
 - those on probation or supported by the Youth Offending Service
 - those who have experienced a sudden change in circumstances, such as redundancy
- 2.5. Eligibility for the Advanced Learner Loan Bursary requires that a student:
 - is aged 19 or over on 31 August 2025 and not on a traineeship
 - has lived in the UK or EEA for 3 years prior to the start of the course
 - meets the low household income threshold as set by the College, or
 - can provide evidence of difficulties opening a UK bank account (reviewed termly)
 - is in receipt of an Advanced Learner Loan

2.6. The following categories are not eligible for adult bursary support:

- Students eligible for 16–19 bursary support (see the 16–19 Bursary Policy for details)
- Students who qualify for the Academic Excellence Bursary at The Bedford Sixth Form
- Students on apprenticeship programmes or other waged training
- Students on higher education programmes
- International students

2.7. In exceptional cases of demonstrable hardship, support may be awarded to students who do not meet the standard eligibility criteria or would not usually receive a particular type or level of support, provided this is in line with current DfE guidance. The Bursary Appeals Panel may exercise this discretion on a case-by-case basis. Any wider or ongoing changes to eligibility or support arrangements must be agreed by the full Bursary Panel and approved by the Chair.

2.8. Any decisions made under discretionary arrangements must be clearly documented, with the rationale recorded on the student's bursary record. This ensures transparency and allows for internal monitoring and audit. All such decisions will be reviewed periodically by the Bursary Panel to ensure consistency and alignment with policy objectives.

3. Assessment Criteria

- 3.1. All bursary applications are assessed based on total gross household income. This ensures that support is targeted to those with the greatest financial need.
- 3.2. Students from households with a total income of up to £45,000 per year may apply for bursary support. Awards are based on assessed need and the availability of funds and are not guaranteed.
- 3.3. New applicants must provide up-to-date evidence of household income. A full list of acceptable documentation is provided in **Annex A**.
- 3.4. All students applying for help with residential costs must provide full household income evidence, regardless of whether they received support previously.
- 3.5. Household income includes earnings from employment, taxable benefits such as Universal Credit, and self-employment income. Child Benefit, Disability Living Allowance (DLA), and Personal Independence Payment (PIP) are excluded.
- 3.6. For households in receipt of Universal Credit, the College will usually require the last three full monthly award statements. Income is calculated by adding net earnings (take-home pay) and the Universal Credit payment (after deductions) and multiplying the total by four to estimate annual income.
- 3.7. For self-employed individuals, gross profit (total income minus allowable business expenses) is used. Personal living costs such as food or mortgage payments are not considered business expenses.
- 3.8. A declaration must be completed and signed by the student (or their parent/guardian) to confirm that the information and evidence provided is complete and accurate. Applications cannot be processed without this.
- 3.9. Continued eligibility for bursary support is conditional on meeting College expectations for attendance and conduct, as outlined in the Code of Conduct and **Annex B**.
- 3.10. The College reserves the right to reduce, withhold, or reclaim bursary payments if attendance or behaviour standards are not met.

- 3.11. Applications submitted by the guaranteed deadline of **15 August 2025** will be given priority. Later applications will only be considered if funding remains available.
- 3.12. Online applications will remain open until the fund is fully allocated or until the published closing date. The College reserves the right to close or extend the application window depending on the availability of funds.

4. Bursary Funds

- 4.1. The discretionary bursary is for students who need financial help to take part in their course. It is awarded based on individual need and household income.
- 4.2. Support may be provided in the following areas:
- Travel to and from college or work placements
 - Course-related costs (such as books, equipment, or uniform)
 - Help with meals during the college day
 - Loan of IT equipment
 - Emergency support during times of financial difficulty
 - Specialist equipment for industry placements
 - Help with exam resit or registration fees (where applicable)
 - Support with internet access or mobile data
 - In-kind support for students without access to a UK bank account
- 4.3. The amount awarded to each student should be based on what they need and how much funding is available. Awards must be reasonable in relation to the government funding the College receives for the student's course and should reflect good use of public funds.
- 4.4. The College may set notional budgets for each area of support. Once a budget is fully used, no more awards can be made for that category unless funds are reallocated.
- 4.5. Transfers between categories (for example, from travel to emergency support) may be made where permitted under government rules. These transfers must be recommended by the Bursary Panel and authorised by the Chair. All transfers should be clearly recorded and must not compromise the overall integrity of the scheme or any funding conditions.

Travel Support

- 4.6. Students who live more than three miles from their main study site or placement can apply for help with travel costs. Distances are calculated using the shortest safe walking route.
- 4.7. Support may include a bus pass, fuel payment, or other travel help depending on what is most suitable and cost-effective.
- 4.8. Travel support is based on where the student studies. Full details are in Annex C.
- 4.9. The College may offer different support if it is more suitable or better value.
- 4.10. Travel support is usually only provided during term time.
- 4.11. Students on extended work placements can apply for additional travel support if it is not already covered. See Annex D for more information.

Essential Course Costs

- 4.12. The College works with teaching staff to identify what course costs are essential and how much support students may need. This includes costs for items such as equipment, protective clothing, study visits, and other materials directly required to complete the qualification.
- 4.13. Bursary funding can only be used to support learning activities and experiences that contribute to a student's study programme goals or course objectives. Activities must be clearly linked to at least one of the qualifications in the student's study programme and help to break down barriers to opportunity. Support for overseas trips will only be considered where the same learning experience cannot reasonably be accessed in England at a lower cost.
- 4.14. Details of available support by course or subject area are listed in Annex F.

Loan Equipment

- 4.15. The College operates a loan scheme for IT devices and other learning equipment.
- 4.16. Students can apply if they need a laptop or other equipment to access online learning or complete their course. Priority is given to those with the lowest household income and greatest need.
- 4.17. All loaned items remain the property of the College and must be returned when the student finishes or leaves their course.
- 4.18. Full details of the scheme and eligibility are in Annex E.

Meal Support

- 4.19. Meal support may be available to adult students as part of the discretionary bursary where financial need is identified. Support is typically offered to students with a household income within the College's threshold and who attend on-site learning during the College Day.
- 4.20. Meal support is usually provided through the College's catering outlets. If this is not possible, the College will agree an alternative arrangement.
- 4.21. The current daily meal allowance and method of delivery are shown in Annex C.
- 4.22. Students with an Education, Health and Care Plan (EHCP) who meet the criteria for continuing learners may also be eligible for additional support in line with DfE guidance.

Emergency Hardship Support

- 4.23. The College sets aside a small emergency fund for students facing sudden or severe financial hardship during the academic year.
- 4.24. Students can apply at any time. Awards are made to help with essential costs such as food, transport, or other urgent needs that would otherwise stop a student from attending college.
- 4.25. Emergency meals can be provided even if household income evidence is not available. Students will be asked to confirm the number of days the meals were received and sign a short declaration.
- 4.26. These awards are temporary and based on a student's immediate need. The level of support available is shown in **Annex C**.

Additional Support

- 4.27. Students on industry placements may also apply for help with specialist equipment or clothing needed for their placement. The amount of support will depend on household income and the actual cost.
- 4.28. Students who are charged for exam resits or registration fees may apply for help with these costs if they are necessary to complete their course and they cannot afford them.
- 4.29. Students who do not have access to broadband at home may be able to receive help with mobile data or a Wi-Fi dongle. This is subject to availability.
- 4.30. Students who are unable to open a UK bank account can still receive in-kind support such as travel passes, meal credits, or loaned equipment. BACS payments will not normally be made in these cases unless approved under exceptional circumstances as outlined in Section 4.31 and 8.5.
- 4.31. Where a student is unable to open a UK bank account and in-kind support is not appropriate or sufficient, a payment to another person's bank account may be considered in exceptional cases. These must be approved by the Bursary Panel and will follow the rules set out in Section 8.5.

Fees

- 4.32. In exceptional cases, the bursary may be used to help with course fees. This includes tuition fees, exam entry fees, and professional membership costs where they are required to complete the course.
- 4.33. This support is only available to students who have been assessed as co-funded and who are not eligible for full fee remission or the Advanced Learner Loan.
- 4.34. Fee support is only awarded by exception and must be recommended by Student Services, Student Data, Enquiries, or Finance staff. Priority will be given to students with a learning difficulty or disability (SLDD) or those in serious financial hardship.
- 4.35. The amount of support depends on household income and how much funding is available. Full details are shown in Annex C.

Residential Support

- 4.36. Students living in term-time accommodation (such as at Shuttleworth College or the National College for Motorsport) may be able to receive support with accommodation costs.
- 4.37. Support is usually prioritised for students who live furthest from campus and do not have access to suitable public transport.
- 4.38. Students must still meet the usual household income criteria. Full income evidence is required even if bursary support was received in previous years.
- 4.39. The amount of support available is shown in Annex C. Residential support cannot be used for private landlord accommodation or unverified housing arrangements.
- 4.40. Appeals should be addressed to the Student Bursary Panel and emailed to: bursaries@bedford.ac.uk
- 4.41. Appeals will be acknowledged within 3 working days by the Student Finance Team. A final decision will be issued in writing within 14 working days.

4.42. Appeal decisions will be made by a Heads of Student Services and the Financial Accountant. These individuals will not have been involved in the original decision.

4.43. The appeal will consider:

- Whether the decision followed the bursary policy
- Any new or previously unconsidered evidence
- Whether there were exceptional or mitigating circumstances

4.44. If you are not satisfied with the outcome of your appeal, you can submit a formal complaint using the College's Complaints Procedure.

4.45. If you need help submitting an appeal, you can speak to your Tutor or a member of the Student Services Team.

5. Payments

5.1. Bursary awards are paid using a clear schedule, depending on what the support is for. Some items (like equipment or course costs) may be paid as one-off awards, while others (like travel or meals) may be paid regularly across the academic year.

5.2. Students will receive a bursary award letter showing the amount awarded and how the support will be provided.

5.3. Most bursary payments will be made by BACS transfer into the student's own UK bank account. If a student is unable to open a bank account, alternative in-kind support (such as meal credits or travel passes) may be provided instead in line with Clause 4.30. If you are receiving Childcare support your childcare provider will be paid directly after your attendance is confirmed.

5.4. Bursary payments are usually made to the student's own UK bank account. If a student provides bank details that are not in their name, the Bursary Team will contact the student to request updated details. Payments will not be released unless appropriate authorisation is in place. If the student is unable or unwilling to update the details, the case will be reviewed under Clause 8.5. Where necessary, the matter may be referred to the Bursary Appeals Panel or Student Bursary Panel for a final decision.

5.5. In exceptional circumstances, payments may be made to another person's account. This will only be allowed in the following cases and must be approved by the College:

- Where there is a safeguarding concern
- Other exceptional cases considered on a case-by-case basis by the Student Bursary Panel.

5.6. Students are strongly encouraged to open their own bank account as early as possible. If students do not yet have a bank account, the College can offer guidance. We may also invite local banks to attend Discovery Days to help students open accounts on site.

5.7. Some types of support are not paid directly to students. For example:

- Meal awards are usually loaded onto the student's ID card to use in the College catering outlets
- Equipment and IT devices are issued on loan and must be returned
- Travel support may be provided as a travel pass or monthly allowance

5.8. Payments are linked to attendance and behaviour. Students are expected to:

- Attend at least 90% of their timetabled lessons and placements (including exams and scheduled College events)
- Follow the standards set out in the Student Charter. If attendance or behaviour falls below expectations, bursary payments may be paused or stopped.

5.9. The College will consider any mitigating circumstances (such as illness, bereavement, or caring responsibilities) before deciding to reduce or stop a bursary. Students should speak to their Tutor or the Student Services Team if they are concerned.

5.10. Bursary payments will not be made during periods when a student is absent from College, unless authorised by the College in advance.

5.11. The payment profiles for travel support and other recurring awards are listed in Annex G.

5.12. Students must inform the College immediately if their bank account details change during the academic year. Payments made to an incorrect or closed account because of outdated or incorrect details may not be recoverable. In such cases, the student may be asked to repay the value of the lost bursary where recovery is not possible.

5.13. The College may ask students to repay part or all of a bursary if:

- The student withdraws from their course early
- The student fails to return loaned equipment
- The student receives funding they were not entitled to
- A bursary payment was made to an incorrect or closed bank account because the student did not notify the College of updated bank details

5.14. Where travel support has been awarded in the form of a bus pass or equivalent, and the student's attendance falls below the minimum expected threshold, the College reserves the right to adjust future travel support. If the value of support provided exceeds the most cost-effective method available, an alternative form of travel support may be offered instead. This will be based on attendance monitoring and the student's ongoing need, and will always comply with DFE guidance.

6. Governance and Discretion

6.1. The Student Bursary Panel is responsible for ensuring bursary decisions align with College policy, DFE guidance, and available funds.

6.2. In exceptional cases of extreme hardship, the Chair of the Panel may approve support outside standard eligibility rules (see section 2.7), provided such decisions comply with funding requirements and are appropriately documented.

6.3. The Panel may also recommend procedural changes or temporary flexibilities, where justified, without requiring Executive approval, if no core policy principle is compromised

7. Other sources of financial support

7.1. In addition to the Adult Bursary Fund, there are other types of financial support that may be available to students. These include national schemes, external bursaries, and awards for specific groups or study areas.

7.2. Connolly Foundation Bursary

A non-means-tested bursary for students living in Bedford Borough who are studying certain vocational courses, such as Electrical, Engineering, Construction, Plumbing, and Health & Social Care. Applications must be made separately, and students must meet the Foundation's eligibility criteria.

7.3. Brunel Centre of Bedford Bursary

Available to students living in Bedford Borough who are studying Engineering at the Brunel Centre. This award is not based on income and supports course-related costs.

7.4. Grand Prix Trust Bursary

A non-means-tested award funded by the Grand Prix Trust, available to students studying at the National College for Motorsport. It supports additional course costs and requires a separate application.

7.5. Additional Targeted Awards

The College or its partners may offer other bursaries or incentives during the year. These may be based on the course you are taking, your location, or other specific circumstances. Details will be shared directly with eligible students.

7.6. How to Get Advice

If you are unsure what support you might be entitled to, contact the Student Services Team. They can explain your options and help you apply.

8. Administration

- 8.1. All other bursary applications will be processed by the Finance Team, who also maintain financial oversight of the fund.
- 8.2. In cases of extreme hardship where a student is facing exceptional circumstances that create a barrier to learning or participation, a member of the Student Services Team may process the application directly. This is permitted where the request aligns with the bursary policy but needs to be escalated due to the urgency or nature of the student's situation.

9. Monitoring

- 9.1. The Student Bursary Panel meets fortnightly during August, September, and October to review applications and discuss bursary matters. From November onwards, the panel meets at least once per half term or as needed. The panel's Terms of Reference are set out in Annex H.
- 9.2. The Financial Accountant and the Accounts Manager are responsible for monitoring the fund. The Finance Team record, track, and review all bursary commitments each month to ensure spending remains within the available allocation.
- 9.3. An annual bursary funding return is submitted to the DFE in February, with a final year-end reconciliation due in October.
- 9.4. The College monitors take-up of the bursary fund each year. This includes reviewing how bursary support has contributed to student retention and participation. Findings are included in the College's annual Self-Assessment Report (SAR).

- 9.5. The Head of Student Services collects feedback from students each year to understand how bursary support has helped them. This feedback is used to review the effectiveness of the fund and improve how it is delivered.
- 9.6. Quarterly performance reviews are conducted to assess how the bursary fund is being managed against key performance indicators (KPIs). These reviews consider fund utilisation, processing times, student satisfaction, and impact measures. Outcomes are reported to senior leaders and inform continuous improvement.

10. Appeals

- 10.1. If you disagree with a bursary decision, you have the right to appeal.
- 10.2. Appeals must be made in writing within 10 working days of the decision being communicated. You should explain why you believe the decision was incorrect and include any supporting information or evidence.
- 10.3. Appeals should be addressed to the Student Bursary Panel and emailed to: bursaries@bedford.ac.uk
- 10.4. Appeals will be acknowledged within 3 working days by the Student Finance Team. A final decision will be issued in writing within 14 working days.
- 10.5. Appeal decisions will be made by a Heads of Student Services and the Financial Accountant. These individuals will not have been involved in the original decision.
- 10.6. The appeal will consider:
- Whether the decision followed the bursary policy
 - Any new or previously unconsidered evidence
 - Whether there were exceptional or mitigating circumstances
- 10.7. If you are not satisfied with the outcome of your appeal, you can submit a formal complaint using the College's Complaints Procedure.
- 10.8. If you need help submitting an appeal, you can speak to your Tutor or a member of the Student Services Team.

11. Data Privacy Policy

- 11.1. 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.
- 11.2. 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.
- 11.3. 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 DFE funded bursaries

We assess total gross household income before any deductions. This includes the income of parents, guardians, carers, or partners (if the student lives with them). Where parents are separated, only the income of the parent the student lives with most of the time will be considered. If care is shared equally or there is significant support from both households, we may ask for evidence from both.

Source of income	Acceptable evidence
Waged income *	Pay slips for the last 3 months consecutive months
Tax Credits **	2025/26 Tax Credits Notifications - all 6 pages required
	2025/26 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, Housing Benefit, Council Tax Benefit *	Letter from Job Centre plus/DWP/Local Authority 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) *	Self-declaration form (completed via Pay My Student)
	Please provide evidence of income for the rest of the household
Asylum Seeker *	Local Authority Letter/ Letter from Home Office
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 2025.

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

Examples of non-typical household scenarios.

Scenario	Acceptable Evidence
Student supported by grandparents or extended family	Letter confirming informal care arrangement and relevant income documents from the carer
Parent on maternity/paternity leave	Recent payslip and evidence of statutory maternity/paternity pay from employer
Zero-hour contracts	3 months of payslips or a signed letter from employer confirming average hours and earnings
Foster care	Letter from Local Authority confirming student is in foster care; no income evidence is required
Estranged students (not in care)	Letter from GP, college welfare staff, or recognised support agency confirming estrangement.

Annex B – DFE funded bursaries terms and conditions

General

1. Applications are usually available to all students until the published closure dates or when funds are exhausted, whichever is sooner. The Bursary Panel may extend the closing date if funding remains available.
2. The amount a student receives will depend on their assessed need and the funding available. Awards must be proportionate to the public funding the College receives for the student's course and represent appropriate use of bursary funds in line with government guidance.

Assessment

3. Financial support is assessed against total gross household income.
 - Students aged under 19 and living at home or supported by parents/guardians are assessed based on their own and their parents'/guardians' income, unless exceptional circumstances apply.
 - Students aged 19 or over are normally assessed as independent. If they have no income, household income will be based on the income of the person(s) they depend on, such as a parent or carer.
4. The College uses a household income banding system:
 - Band 1: Income under £16,190
 - Band 2: Income between £16,191 and £45,000
5. Receiving a bursary does not affect other means-tested benefits such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit or Housing Benefit. However, if a student receives Disability Living Allowance (or Personal Independence Payment) and Employment and Support Allowance or Universal Credit in their own right, their parent(s) may no longer receive certain family-related benefits such as Child Benefit.
6. For students claiming to live independently (e.g. due to estrangement or other exceptional circumstances), the College may request evidence such as tenancy agreements, Child Benefit statements, birth certificates, utility bills, or supporting letters from relevant professionals.

Payments

7. Awards may be provided via BACS payment, internal transfer, or direct support (e.g. travel passes or meal credits), as set out in the student's award letter.
8. BACS payments are made to the student's UK bank account unless an exception has been approved (see main policy). Students must update their online bursary account if they change

their bank details. The College cannot recover payments made to closed or incorrect accounts due to outdated information. Failure to update your bank details may result in delayed payments or unrecoverable losses. The College is not liable for missed payments caused by inaccurate or outdated account information.

9. Payments will only be made to a bank account in the student's name. If the student submits bank details that are not in their name, the Bursary Team will ask them to update their details. Payments will be paused until this is resolved. In exceptional circumstances only (e.g. safeguarding concerns, vulnerable learner status), payments may be made to another person's account. These cases will be reviewed by the Student Bursary Panel and must be agreed in advance.
10. Internal transfers will be processed by the Student Finance Team to pay for items such as course materials or IT equipment directly to College departments or third parties.
11. Meals awards are loaded to student ID cards for use in College catering outlets on days the student is expected to attend, including exams and planned off-timetable events. Funds are valid for 24 hours and do not roll over.
12. Bursary payments depend on good attendance and behaviour. Students are expected to attend at least 90% of their timetabled lessons and meet the standards set out in the Student Charter.
13. Mitigating circumstances (e.g. illness, bereavement, or caring responsibilities) will be considered before reducing or pausing support. Students should speak to a Tutor or Student Services if concerned.
14. Bursaries are not intended to cover general living costs. Regular payments for living expenses are outside the scope of the scheme and may affect benefit entitlements.
15. For eligible asylum seekers, bursary support may be offered in the form of travel passes, equipment or books.

Changes in Circumstances

16. Students must inform the College of any change in circumstances that could affect their eligibility. This includes household income changes, course withdrawal, or changes to bank account detail.
16. The College may ask for the return of equipment or repayment of some or all of an award if the student withdraws from their course early or was awarded funds in error.

Childcare Awards

17. Financial support is available for students of all ages who meet the eligibility criteria, including those under 20 (via the Care to Learn scheme) and those aged 20 or over (via the College's childcare bursary).

18. Support will only be provided for childcare during the student's timetabled study hours during term time.
19. Payments are made directly to Ofsted-registered childcare providers in arrears, usually during the first week of each month.
20. Students must use any free government childcare hours (15 or 30 hours) towards their study time at College before additional costs can be covered. Bursary funds cannot duplicate support already available from government schemes.
21. The College will pay a maximum notice period of up to four weeks if a student leaves without informing the childcare provider. Providers are asked to inform the College of any child absences lasting one week or more.
22. The bursary does not cover deposits, retainers, or childcare costs outside of the student's agreed timetable and eligible study hours.
23. A copy of the student's childcare award letter will be shared with the provider. It will confirm:
 - The number of days per week covered
 - The number of weeks supported
 - The value of the award
 - Planned 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 - £45,000
Travel (monthly)*	A	Core Travel Zone	£650 per annum payment profile shown in Annex G	£650 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (b)	£770 per annum payment profile shown in Annex G	£770 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)	£980 per annum payment profile shown in Annex G	£980 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)			£5.50 per day	£5.50 per day
Print Credits (one-off)			£20	£20
Fees (d) (one-off)			75%	50%
Childcare			£35 per day Max £140 per week	£25 per day Max £100 per week

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

[MegaRider tickets for Bedfordshire | Stagecoach \(stagecoachbus.com\)](https://www.stagecoachbus.com/mega-rider/tickets/bedfordshire)

[Bedford - JAN 2022.pdf \(tiscon-maps-stagecoachbus.s3.amazonaws.com\)](https://www.tiscon-maps-stagecoachbus.s3.amazonaws.com/Bedford-JAN-2022.pdf)

* 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

[£3 national bus fare cap - GOV.UK](https://www.gov.uk/guidance/3-national-bus-fare-cap)

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

(d) 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 - £45,000
Travel (annual)*	A	College bus pass (a)	£800 per annum	£800 per annum
Travel (monthly)*	B	Non-College bus pass	£650 per annum payment profile shown in Annex G	£650 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)	£770 per annum payment profile shown in Annex G	£770 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)			£5.50 per day	£5.50 per day
Print Credits (one-off)			£20	£20
Residential bursary (termly)			£1,266 per term	£883 per term
Fees (c) (one-off)			75%	50%
Childcare			£35 per day Max £140 per week	£25 per day Max £100 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

[£3 national bus fare cap - 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 Campuses

Primary study location Kettering - Windmill Avenue Corby - Oakley Road & Corby Sixth Form Wellingborough - Church Street Silverstone - National College of Motorsport			Band A Less than £16,190	Band B £16,190 - £45,000
Travel (Termly) *	A	Core Travel Zone (b)	Free (a) or £650 per annum payment profile shown in Annex G	£650 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (b)	Free (a) or £770 per annum payment profile shown in Annex G	£770 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)	£980 per annum payment profile shown in Annex G	£980 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)			£5.50 per day	£5.50 per day
Print Credits (one-off)			£20	£20
Residential (monthly)		National College of Motorsport only	£380 per month	£265 per month
Fees (d) (one-off)			75%	50%
Childcare (monthly)			£35 per day Max £140 per week	£25 per day Max £100 per week

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

West Northants - [Post-16 travel assistance - Schools and Education \(West Northamptonshire Council\)](#)

North Northants - [Post-16 travel assistance - Schools and Education \(North Northamptonshire Council\)](#)

(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 \(stagecoachbus.com\)](#)

[KC MegaRider Map Jan 2022 \(tiskon-maps-stagecoachbus.s3.amazonaws.com\)](#)

Wellingborough

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

[Wellingborough MegaRider Jan 2022 \(tiskon-maps-stagecoachbus.s3.amazonaws.com\)](#)

* 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

[£3 national bus fare cap - GOV.UK](#)

(d) only available to students eligible for 19+ discretionary 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)	£650 per annum payment profile shown in Annex G	£650 per annum payment profile shown in Annex G
	B	Outside of Core Travel Zone (a)	£770 per annum payment profile shown in Annex G	£770 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)	£980 per annum payment profile shown in Annex G	£980 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)			£5.50 per day	£5.50 per day
Print Credits (one-off)			£20	£20
Fees (c) (one-off)			75%	50%
Childcare (monthly)			£35 per day Max £140 per week	£25 per day Max £100 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

[£3 national bus fare cap - GOV.UK](#)

(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, or 80% of costs whichever is greater

Support will be paid monthly in advance and split evenly over the months where support is required.

2. Specialist equipment

- BAND 1 Household income range £0 - £16,190 = 75% of evidenced costs.
- BAND 2 Household income range £16,190 - £45,000 = 50% of evidenced costs.
- BAND 3 Household income range £45,000 + = 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. £5.50 per day whilst on placement.

Support will be paid monthly in advance and split evenly over the months where support is required.

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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 06 October 2025**.

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	£20	£15
C	£30	£20
D	£50	£35
E	£80	£55
F	£120	£90
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	£20	£15
C	£30	£20
D	£50	£35
E	£80	£55
F	£120	£90
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%	65
October	10%	65
November	15%	97
December	5%	33
January	15%	97
February	10%	65
March	10%	65
April	5%	33
May	10%	65
June	10%	65
July	0%	0
Total	100%	650

Out of Zone awards

Month	Profile	£
September	10%	77
October	10%	77
November	15%	115
December	5%	39
January	15%	115
February	10%	77
March	10%	77
April	5%	39
May	10%	77
June	10%	77
July	0%	0
Total	100%	770

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

Month	Profile	£
September	10%	98
October	10%	98
November	15%	147
December	5%	49
January	15%	147
February	10%	98
March	10%	98
April	5%	49
May	10%	98
June	10%	98
July	0%	0
Total	100%	980

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

Purpose

To provide strategic oversight and ensure that all bursary awards made by the College are compliant with published policies, allocated budgets, and DFE guidance.

Delegated Responsibilities

The Student Bursary Panel is authorised to:

- Oversee the fair, transparent, and consistent allocation of bursary funding across the Group.
- Review and approve exceptional or complex cases that fall outside normal policy parameters.
- Monitor overall bursary budget performance to ensure funding is used effectively and remains within DFE guidelines.
- Recommend enhancements to bursary processes, communications, and system functionality to improve access, compliance, and value for money.

Reporting arrangements

- The Panel shall report quarterly to the Chief Financial Officer and the Executive Director for Student Experience and Inclusion.
- Updates may also be provided to the College Executive as required, especially where risks, trends, or significant changes in demand are identified.

Meeting Frequency

- The Panel will meet fortnightly during July, August, and September to manage the high volume of bursary applications.
- From October onwards, the Panel will meet at least once per half term, or more frequently if needed to review in-year changes, appeals, or budget monitoring.

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

Membership

Role	Full Panel Member	Appeals Subgroup
Director of Finance (Chair – designated by CFO)	✓	
Director of Student Services	✓	
Financial Accountant	✓	✓
Head of Student Services	✓	✓
Student Services Managers	✓	✓
Accounts Manager	✓	
Student Bursaries Lead	✓	

Other staff may be invited to attend when required (e.g. a representative from MIS or a local Student Support Advisor).

Review

These Terms of Reference will be reviewed annually by the Director of Finance and Director of Student Services to ensure they remain fit for purpose.

The Bursary Panel may exercise discretion to flex specific eligibility criteria or assessment processes in response to exceptional or unforeseen circumstances. Such decisions must be clearly documented, applied consistently, and remain within the scope of the College's bursary policy and national funding rules