



## **Policy for the Allocation of Financial Support (Further Education) 2025 - 2026**

**Equality Impact Assessment:** Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, s or stakeholders on the grounds of any protected characteristics.

### **1. POLICY STATEMENT**

- 1.1 This policy sets out the financial support available through, and eligibility for, bursary funding for Further Education (FE) students attending all campuses of Askham Bryan College (the College).

### **2. PURPOSE**

- 2.1 The bursary funds available to students are provided by the Education and Skills Funding Agency (ESFA) to help students meet the costs of participating in post 16 education.

### **3. SCOPE AND LIMITATIONS**

- 3.1 It is the policy of the College to optimise the use of Bursary funding to provide support to those students facing the greatest financial barriers to continuing in education, Bursaries are not to be viewed as an incentive to attract people into learning.

### **4. RESPONSIBILITIES**

- 4.1 The overall responsibility for FE Finance lies with the Principal and Chief Executive.
- 4.2 The Student Finance Officer is responsible for managing and monitoring the process of the distribution of bursaries and other financial support for FE students.
- 4.3 The Senior Leadership Team are responsible for Student Services and ensuring that appropriate records are maintained on all finance related matters in order to permit auditing on the use of the funds

### **5. PROTOCOL FOR ALLOCATION**

- 5.1 The College will make all practical and reasonable efforts to determine which students are in greatest need. The College will seek to ensure that the funds available are:
- Distributed fairly through a process which is transparent, equitable and easily understood;

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- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award; and
- Used to widen access to and enable participation in FE.

5.2 To ensure finance is not a barrier to accessing courses, retention and achievement, the College will promote sources of financial assistance to help students who are in hardship.

5.3 However, students should note that these funds are limited and awards from these funds will only be made where sufficient funds are available to do so. This does mean that it will not be possible to support every application, and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. All applications will be assessed, and all applicants will receive written confirmation of the outcome of that assessment.

## 6. THE FUNDS

### 6.1 16-19 Bursary Fund

The 16-19 bursary fund is made up of two distinct support categories:

- The vulnerable learner support fund;
- The discretionary learner support fund.

All students applying for financial assistance under the 16-19 bursary fund must be aged 16 or over but under 19 on 31 August in the year of application though they will continue to be supported to the end of the academic year in which they turn 19. Only students studying on FE courses can apply for the following funding:

### 6.2 16-19 Vulnerable Learner Bursary

The following students will be eligible to receive a bursary of **up to £1,200** per year depending on the individual's course related costs, assuming agreed standards of attendance and behaviour are met:

- Young people who are looked after children in the care of the local authority or foster parents;
- Care leavers;
- Young people who receive Income support or Universal Credit in their own right;
- Disabled young people in receipt of both Employment Support Allowance **and** Disability Living Allowance or Personal Independence Payments.

All students wishing to receive help from the Vulnerable Learner Support Fund will need to provide a completed application form together with evidence as follows to support the application:

- Written confirmation from the Local Authority of current or previous looked after status;
- Written confirmation of receipt of Income Support **or** Universal Credit;
- Written confirmation of receipt of Disability Living Allowance (DLA) **and** Employment Support Allowance (ESA) or Personal Independent Payment.

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Vulnerable learning support will be paid directly to students depending on course related costs and individual circumstances. Payments are made in kind where possible, if direct payments have been agreed then they will be made to students via by BACS Credit transfer (payments are made during term time only).

### **6.3 Discretionary Bursary Fund**

These awards will be targeted to students facing the greatest financial barriers to participation and will support for example, costs of transport, meals, books and essential equipment. Priority will be given to those with the lowest family income. Agreed standards of behaviour and attendance must be met before an award is made.

Students wishing to apply for a discretionary bursary must provide information relating to their course related costs and meet the attendance.

Students wishing to receive help from the Discretionary Bursary Fund must complete an application and are required to provide the following evidence:

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year
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Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case-by-case basis

The discretionary bursary will be paid to students in-kind rather than in cash where possible. This ensures that the bursary is being used for purpose intended. In-kind payments include bus passes, credit on ID cards for meals and providing required personal protective equipment and materials. If payments are made direct to a student, it has to go into the student's own bank account by BACS Credit transfer. Payments will be made depending on the individual's circumstances and course related costs.

Attendance and behaviour will be monitored in line with the Attendance Procedure. If attendance falls below the 85% benchmark, attendance monitoring will be triggered and payment of the bursary is conditional on meeting the following criteria:

- Attendance being 85%, each application is assessed on a case-by-case basis;
- Punctuality (must adhere to the attendance requirement);
- Discipline / Behaviour (s should adhere to the Charter)

Any essential equipment paid for by the College through the Bursary Fund remains the property of the College and may be recalled by the College should the student leave the course early, or at the end of the course.

## **6.4 19+ Bursary Fund**

Students who are over 19 years on 31 August in the year of application who meet the criteria for the bursary can apply for 19+ Discretionary Fund. The student must complete an application form and provide supporting evidence (see below) to confirm hardship. It is a means tested fund and the amount the student receives depends on their/family gross household income.

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year

Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case-by-case basis.

The 19+ Bursary can be used to support s with their course related costs and those experiencing financial hardship.

Please note adults from devolved areas will not be entitled to a bursary.

## **6.5 Residential Bursary Funds**

The Residential Bursary Funds supports students attending specialist land-based programmes of study with the costs of living away from home because provision is not available locally.

Full time FE students can apply for a residential grant provided they:

- Live more than 15 miles from the College and there is not a college nearer to their home address doing the same study programme  
**OR**
- Their journey to College takes more than 2 hours on public transport  
**AND**
- The household income is below £32,000.

Students must be enrolled on a Land-Based Further Education course and have lived in England for more than 3 years. The College reserves the right to consider applications from students not enrolled on a Land-based Course.

An application form must be completed, and evidence of household income must be provided (see below). Applications for support are considered individually to ensure those who are most in need receive help. Awards are based on the information provided.

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year

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Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case-by-case basis.

The form can be obtained from the College website or Student Services. Please see below for the amounts available under this award:

<b>Gross Household Income</b>	<b>Award</b>
Up to £23,999	£4,184
£24,000 - £27,999	£2,790
£28,000 - £32,999	£1,394
£33,000 or more	No award

Information about residential costs and other information about our accommodation is available on the College website.

### **6.6 Further Education Free Meals**

Free meals are available to disadvantaged students who meet the criteria. Students must complete an online bursary application form so the College can verify eligibility for free meals by assessing the evidence provided by the student, their parents or guardians against the criteria.

Students who are eligible for free meals are entitled to one free meal on a timetabled day of attendance to the value of £4.00. The government allocate £2.58 per meal per day; however the College have increased the daily allowance to £4.00 using the discretionary bursary to cover the additional £1.42 per student allowing them to get a more substantial meal. Free meals are paid in addition to any other funding awarded to a student.

To be eligible for free meals a student or their parent/guardian must be in receipt of one of the following benefits:

- Income Support
- Income based Jobseekers Allowance
- Income based Employment And Support Allowance
- The guarantee element of pension credit
- Child tax credits (providing the do not receive Working tax credits) and have a Net income of no more than £7,400
- Vulnerable bursary s are not automatically eligible for free meals and will be subject to an income assessment. Young people in care will only qualify for free meals if their carers are in receipt of a qualifying benefit.

## **6.7 CHILDCARE FUNDING**

Financial support is available to Further Education s who require support with their childcare costs.

Students must complete an application form and provide supporting evidence.

In order to qualify the student's household income must be below £32,000 and the student must provide a copy of their childcare provider's Ofsted registration certificate.

The College cannot meet the full costs of a student's childcare. The College requires the student to pay at least 15% of these costs and the College will fund the remaining 85% of costs. The College will not fund childcare costs during College holidays. The College reserves the right to vary the percentage value of the contribution it makes, depending on the availability of funds. Payments are made direct to the Childcare provider (rather than the student) on receipt of an invoice and are subject to the attendance and behaviour criteria being met by the student.

If you would like to apply for childcare funding, please contact [Bursaries@askham-bryan.ac.uk](mailto:Bursaries@askham-bryan.ac.uk) or phone Student Services direct: 01904 772201

## **7. KINGS TRUST AND FLEX COURSES**

- 7.1 These programmes of study are aimed at those who are not in education, employment or training (NEET). They are 8 -12-week programmes which are designed to improve confidence, motivation and skills. s on these courses will be eligible for a bursary whilst participating on these courses if they meet the criteria and provide supporting evidence.
- 7.2 Students must complete an online bursary application form. The Team Leader will assist students with the application process and ensure students provide the following evidence:
- A young person looked after by the Local Authority, or a Care Leaver must provide a letter from a Social Worker or support worker;
  - A recent letter (within the last three months) confirming that they are in receipt of out of work benefits (JSA) or any other benefit in their own right including Employment Support Allowance, Universal Credit, Income support etc. Please note Personal Independence Payments and Disability Living Allowance are not means tested benefits, students must provide additional evidence of household income/ benefits to support their application;
  - For those who are financially dependent on someone else (parent/ guardian/ partner or spouse) they must provide evidence of household income. Income has to be below £32,000 to qualify for financial support). Including copies of any benefit entitlement, P60's for the year end April 2024 and Tax credit award notice for 2023-24.
- 7.3 Where the above documents are not available the Student Finance Officer will agree on valid alternatives on a case-by-case basis.

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- 7.4 Students on King's' Trust courses can get a bursary to assist them with their course related costs including transport, food and equipment. Students are expected to have satisfactory attendance whilst on these programmes to qualify for payment. Students must be enrolled on their programme of study and have completed a full week on programme before any funds are released.

## **8. SCHOLARSHIPS**

- 8.1 There are two types of scholarships available:
- i. Externally Sponsored Scholarships – these scholarships are sponsored by an external person/company/body with 'gifted' funds though they are managed by the College, again through formal application;
  - ii. Externally Awarded Scholarships – these scholarships are promoted internally though funded and allocated through external application.
- 8.2 Promotion of scholarships is managed via the College website, support where appropriate to external providers of scholarships is given from the Student Finance Officer. Please note that scholarships are subject to availability and are not always guaranteed.

## **9. ASSESSMENT FOR ELIGIBILITY FOR AWARD OF BURSARIES**

- 9.1 All applications for bursaries will be assessed for eligibility by the Student Finance Officer.
- 9.2 Decisions on the budgeted allocations or any appeals to the decisions made will be considered and determined by the Student Services Manager.
- 9.3 A summary of all decisions will be prepared and communicated to:
- a) Senior Leadership Team
  - b) The Finance Office (to process payments).

## **10. REPORTING, REVIEW AND MONITORING**

- 10.1 A report of spend against available funds will be made to the relevant senior leader as and when required.
- 10.2 It is the responsibility of the Student Services Manager and Student Finance Officer to review and amend the systems in place as needs and allocations change.

## **11. SUMMARY OF PROCESS**

A summary of the process for application, awarding and payment of Bursaries is given in Appendix 1.

The timelines for application and allocation are shown at Appendix 2.

## **Appeals**

If you are unhappy with a decision about your funding application, then you can make an appeal.

You can appeal by email or post: -

**Email:** [Bursaries@askham-bryan.ac.uk](mailto:Bursaries@askham-bryan.ac.uk) if you are sending an appeal via email, please ensure that you use the same email address which is linked to your funding application.

**Post: Bursary Office**, Student Services, Askham Bryan College, York, YO23 3FR

Appeals must include the student's Name and ID number. When making an appeal you must provide as much information as possible to support your appeal. Please note appeals for additional funding need to be supported with additional supporting evidence to support your case.

The Student Finance Officer will acknowledge your appeal within 5 working days and decisions will be made and communicated within 28 days.

## **12. MONITORING AND REVIEW**

- 12.1 The Student Finance Officer will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually by the Student Services Manager.
- 12.2 The Student Finance Officer will maintain oversight of the effectiveness of all related forms. These forms and the implementation arrangements which underpin them will be reviewed annually by the Student Finance Officer and Student Services Manager.

## **13. SUPPORTING/RELATED DOCUMENTS**

Further Education Funding Guidance Booklet (Reviewed annually in keeping with the ESFA funding rules and regulations):

## **14. RELEVANT LEGISLATION**

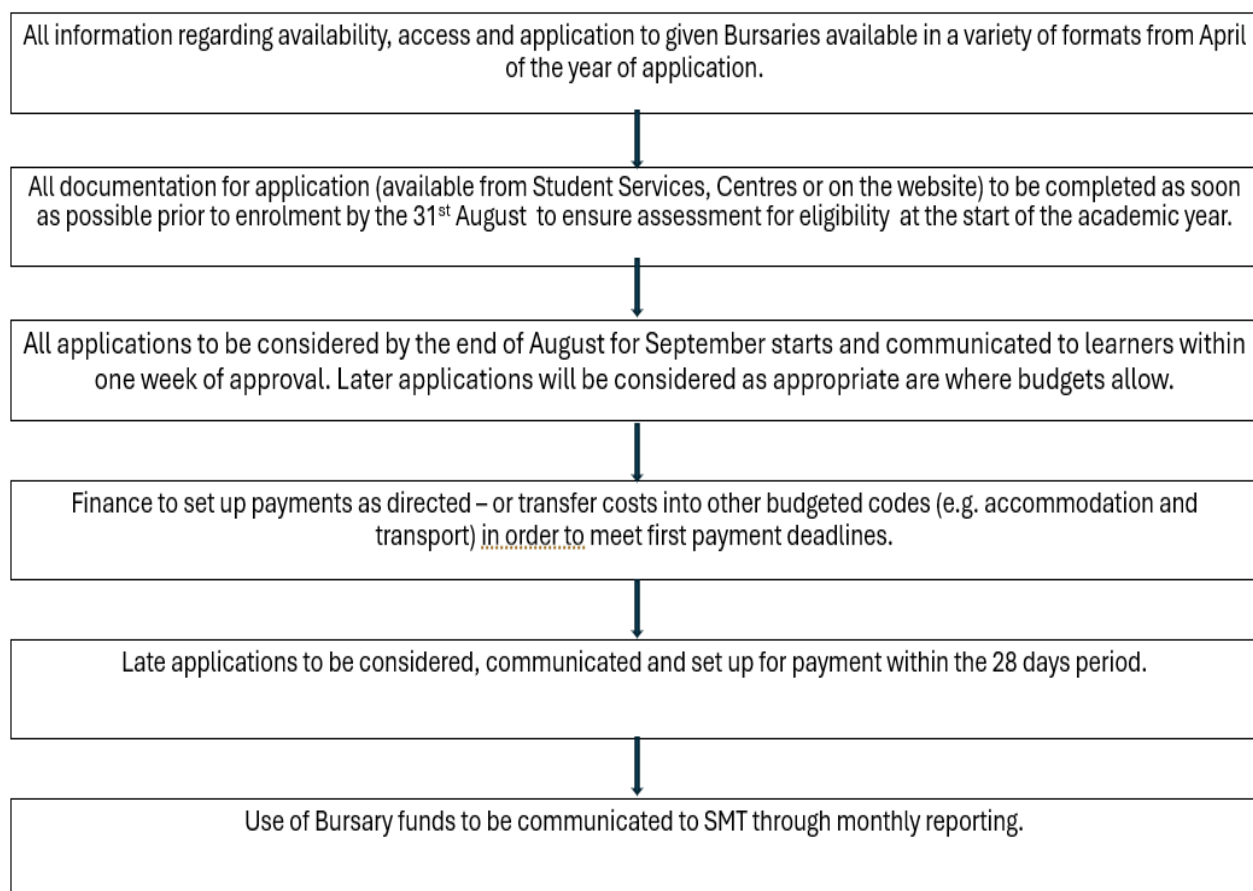
- ESFA 16-19 Bursary Fund Guidance  
Published annually for all institutions that administer the 16 to 19 Bursary Fund.  
[www.gov.uk/government/publications/16-to-19-bursary-fund-guidance](http://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance)
- Guidance, Free meals in further education funded institutions guide: academic year 2025-26  
[www.gov.uk/government/publications/free-meals-in-further-education-guide/free-meals-in-further-education-funded-institutions-guide-academic-year-2025-to-2026](http://www.gov.uk/government/publications/free-meals-in-further-education-guide/free-meals-in-further-education-funded-institutions-guide-academic-year-2025-to-2026)
- Guidance Residential Bursary Fund: 2025-2026  
[www.gov.uk/government/publications/residential-bursary-fund-guide/residential-bursary-fund-2025-to-2026](http://www.gov.uk/government/publications/residential-bursary-fund-guide/residential-bursary-fund-2025-to-2026)

## **15. DOCUMENT HISTORY**

Date of Issue: 22<sup>nd</sup> August 2025  
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Author: Student Finance Officer  
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### APPENDIX 1: Summary of the process for application, awarding and payment of Bursaries



## APPENDIX 2: TIMELINES FOR APPLICATION AND ALLOCATIONS

### APPLYING FOR A COLLEGE BURSARY 2025-26



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- From 2<sup>nd</sup> April 2024 the online bursary platform will be open for student applications for the academic year 2025-26.
- **Residential Grant** – The deadline for students wishing to reside in accommodation is 31<sup>st</sup> July 2025. We cannot guarantee that applications received after this date will be processed in time for the September start.
- **Discretionary Bursaries** – the deadline for applications is the end of September 2025. We cannot guarantee that applications received after this date will be assessed until after October half term.
- **Childcare Funding** – To apply for financial assistance towards your childcare costs please contact Student Services on 01904 772277 or via the email: [Bursaries@Askham-bryan.ac.uk](mailto:Bursaries@Askham-bryan.ac.uk) they will be able to advise you about the support available.
- Applications will continue to be assessed throughout the academic year until all of the funds are distributed.

Applications need to be completed online via the link on the website. Your application will be acknowledged via email once it is submitted.

The college will assess applications within 28 working days

Application forms which have been fully completed with **ALL** the correct supporting evidence received

YES

NO

Award letter sent to the student to confirm the award and when to expect payments.

Accommodation awards will automatically be offset against the students invoice for accommodation prior to moving into their accommodation.

Discretionary bursaries will be paid on submission of information to support students course related costs. Students are to retain receipts as proof of purchase in order to get reimbursed accordingly.

Free meal awards will be made accordingly and letter will be sent to the students who qualify with information about their entitlement.

All awards are subject to attendance and behaviour, failure to meet the criteria will result in payments being withheld.

No evidence or incorrect evidence provided  
A Further evidence email or letter will be sent requesting what is required.

When the additional / correct evidence has been provided the application will be assessed. An award letter will be sent to student confirming award.

No further evidence provided  
= No award

The College will not be able to make any payments or purchase any equipment for students until they have been **enrolled** and have started to attend their study programme. This could mean that you have to wait several weeks for your equipment or reimbursement. If you need help urgently, please make an appointment via Student Services or email [bursaries@askham-bryan.ac.uk](mailto:bursaries@askham-bryan.ac.uk) with your details.