

STUDENT BURSARY POLICY 2025-26

Contents Page

1. Introduction
2. Eligibility Criteria
3. Assessment Criteria
4. Discretionary Bursary support
5. Vulnerable Student Bursary (VSB)
6. Payments
7. Administration and Monitoring
8. Appeals
9. Data privacy policy

Annexes

Annex A – Supporting evidence requirements for DfE funded bursaries

Annex B – DfE funded bursaries terms and conditions

Annex C – IT loan device scheme

Annex D – Overview of financial support

1. Introduction

- 1.1. This policy sets out the financial support available in 2025/26; the eligibility criteria and the conditions for continuous receipt of support for 16–19-year-old and Adult students attending Newcastle and Stafford Colleges Group.
- 1.2. This policy and outlined approach applies only to awards made for the 2025/26 academic year. Where a student continues to be eligible for future awards beyond this academic year, the basis of individual awards to students will be re-evaluated based on identified need. This re-evaluation will be made in consideration of the funding available, the volume of applications and the associated cost of the services this fund aims to provide support for.
- 1.3. The aim of the Bursary Fund is to provide financial support to help students overcome specific barriers to participation so they remain in education and achieve.
- 1.4. The College receives funding for 2 types of bursaries:
 - Discretionary bursaries which are awarded to meet individual need, for example, help with the cost of college meals, travel, course materials and essential educational trips; and
 - Bursaries for defined vulnerable groups of up to £1,200 a year.

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.

The study programme must also be either:

- funded directly by the DfE, or by the DfE via a local authority.
 - otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on our list of qualifications approved for funding.
- 2.2. Non-employed students aged 16 to 19 who are participating in a King's Trust Team Programme are eligible to receive the bursary in the same way as any other student participating in an eligible, publicly funded course.
 - 2.3. Students on distance learning provision are not expected to be assisted by the bursary fund as they do not have the kinds of costs the bursary is intended to cover (travel, equipment, and uniforms for example).
 - 2.4. Eligibility for the **16-19 Discretionary Bursary Fund** requires that a student:
 - be aged 16 or over but under 19 at 31 August 2025;

- be aged 19 or over at 31 August 2025 and have an Education, Health and Care Plan (EHCP);
- be aged 19 or over at 31 August 2025 and continuing on a study programme they began aged 16 to 18 ('19+ continuers');
- meet the residency criteria in [DfE funding regulations](#) for post-16 provision before the start of the course; and
- meet the low household income threshold as set by the College.

2.5. The following categories are **not eligible** for the 16-19 Bursary:

- Students aged 19 or over at 31 August 2025 unless they have an Education, Health and Care Plan (EHCP), or are continuing on a study programme they began aged 16 to 18;
- Students on apprenticeship programmes, or any waged training; and
- Students on higher education programmes.

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 Chief Financial and Operations Officer, Group Head of Finance and Assistant Principal - Student Services have the right to vary the College's discretionary eligibility criteria in cases of extreme hardship providing the DfE requirements are met.

2.8. Eligibility for the **Adult Discretionary Bursary Fund** requires that a student:

- Meet the residency criteria in DfE funding regulations for post 16 provision before the start of the course; and
- Meet the low household income threshold as set by the College.

2.9. Eligibility for the 16-18 year old **Vulnerable Student Bursary**, students must provide proof (letter from a Local Authority) of being in one of the following defined vulnerable groups:

- in care (including a young person in foster care arranged by the local authority);
- care leavers. A care leaver is defined as:
 - a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
 - a young person aged 18 on 31 August 2025 who was looked after before becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16 in receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner. Students must provide a copy of their UC or IS award notice (see Annex A)
- in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. Students must provide a copy of their UC award notice from DWP and evidence of receipt of DLA or PIP.

2.10. The following categories may not be eligible for the Vulnerable Student Bursary:-

- A student who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups. In such instances assessment for a Discretionary Bursary will be made.
- In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' as detailed above.

If they do meet the definition of a 'care leaver', they are eligible for help from the bursary for vulnerable groups, where they need financial support to participate. If they do not meet this definition then an assessment for a Discretionary Bursary will be made.

Students will only be eligible for financial support if they have a financial need.

3. Assessment Criteria

- 3.1. All DfE funded bursaries are means tested and based on household income. Students who have a household income up to £35,000 may apply. New applicants are expected to provide evidence to support declared household income as detailed in **Annex A**.
- 3.2. Returning students who were awarded support from the 16-19 bursary last academic year are **not** expected to provide new evidence to support declared income. Instead, they will be asked to sign a self-declaration form to confirm their household circumstances have not changed. Where it is indicated that household circumstances have changed and/or the types of support the student requires has changed – a revised assessment of need will be carried out.
- 3.3. All income and benefits (including Universal Credit, housing benefit, working tax credits, child tax credits, etc.) are taken into account with the exception of Child Benefit, Council Tax Benefit, Disability Living Allowance, Carers Allowance or Personal Independence Payment when calculating total household income.
- 3.4. For Universal Credits we will ask for the 3 most recent monthly award statements. The income figure (taken from the 3 most recent payslips), in addition to the amount of Universal Credit after all deductions, excluding rent paid directly to a landlord will give a total monthly income. An average of 3 months income is calculated and multiplied by 12 to estimate annual income.
- 3.5. 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 stationery, etc. would be deducted. This will be evidenced by the Statement of Income and Expenditure presented to HMRC annually.

- 3.6. An assessment is made based on a completed and signed declaration from the student or parent/guardian (dependent upon age and circumstance of student) detailing income from employment and/or benefits along with supporting evidence of all declared income.
- 3.7. In order for funding to be awarded, the College expects that certain standards of behaviour and attendance will be met. Students 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 student is involved in disciplinary proceedings or has poor attendance, funding may be withheld or reclaimed at the College's discretion.
- 3.8. As part of the bursary award process, students will be required to consider the detail of their award and sign to confirm their acceptance of the award and the associated Terms and Conditions.
- 3.9. Applications are available to all students until funds are exhausted.

4. Discretionary Bursary Funds

- 4.1. The Discretionary Bursary will be offered for the following purposes:-
 - Meals in College or Industry placements;
 - Travel to College or Industry placements;
 - Parking at College or Industry placements where this applies (student owned cars);
 - Remission of tuition fees (adult students only);
 - Essential Course Costs (equipment, uniforms, essential trips, books);
 - Loan Equipment – IT;
 - Discretionary (Emergency) hardship; and
 - Childcare.

Travel Bursary

- 4.2. Support through bursary funds with the cost of travel is available to students who travel more than one mile to their site of study or work placement. Distance will be calculated using the shortest safe walking distance from a student's home address. Exceptional circumstances and Special Educational Needs that do not meet the Local Authority Transport criteria will be considered during assessment and through the appeals procedure where necessary.
- 4.3. The amount and form of travel support provided to an eligible student varies depending upon their method of travel. Details of the support available can be found in **Annex D**.
- 4.4. The college may exercise discretion where a different form of support than shown in **Annex D** is deemed more suitable or cost effective.

- 4.5. The college will aim to support transport costs during term time only using the most suitable cost effective options available.
- 4.6. Students attending extended work placements as part of a T Level or BTEC programme can apply for a travel bursary if not already covered by their travel bursary or bus pass. Details of the support provided can be found in **Annex D**.

Remission of Tuition Fees

- 4.7 Adult students attending both full and part-time Level 1 and Level 2 courses (Level 3 and above courses attract Student Loan Funding) may apply for a reduction in the tuition fees payable in exceptional circumstances.
- 4.8 Application forms are available on the College website or the Student Finance Team. Applications will be considered by the Group Head of Finance.

Essential Course Costs

- 4.9. 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. This will be agreed as part of the course planning process and included in all correspondence to students and course prospectus.
- 4.10. The amount and form of support provided to an eligible student varies - details of the support available can be found in **Annex D**.

Loan Equipment

- 4.11. The College operates a laptop loan scheme for students who are able to demonstrate that they do not have access to any IT outside of College and that this impacts on their attainment in relation to their type of study pathway. Details of the considerations for when support may be provided can be found in **Annex C**. Whilst the College will endeavour to meet the requirements of students in such circumstances, this continues to be dependent on funding and the needs of the student for this purpose being evidenced.
- 4.12. All items purchased by the support funds remain the property of the College and must be returned by students when they complete their programme of study.

Meals

- 4.13. In most cases this will be supplied through the College's catering outlets via funds being added daily to the student's Wisepay account, accessed via their student ID card. Where this arrangement is not possible, alternative arrangements will be made. The amount of support that will be provided is shown in **Annex D**.
- 4.14. Eligibility criteria introduced under Universal Credit from 1 April 2018 will result in some households becoming eligible for free meals and others falling outside of the eligibility criteria. The Department for Education has put transitional protection in place to

provide certainty for families and ensure they do not experience a sudden loss of free meals.

4.15. Eligible students who live in a household in receipt of one of the benefits below are entitled to free college meals on days they attend study or activity that is part of their course (i.e., industry placement).

- Income Support;
- Income-based Jobseekers Allowance;
- Income-related Employment and Support Allowance (ESA);
- Support under part VI of the Immigration and Asylum Act 1999;
- The guarantee element of State Pension Credit;
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (HMRC);
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit; and
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits received).

4.16. The protection arrangements apply as follows:

- all students already receiving free meals from 1 April 2018 will continue to receive free meals until the end of the 2025-26 academic year. This will apply even if their household earnings rise above the new threshold during that time; and
- any student who becomes eligible for free meals after the threshold has been introduced will also continue to receive free meals until the end of academic year 2025 to 2026. This will apply even if they subsequently become ineligible during this period because their household earnings rise above the new threshold.

4.17. In individual cases of severe hardship, the College can provide food support whilst a student attends their study programme, for a student it considers to be in real need, without undertaking the checks on household income or gathering other evidence that would normally be required.

4.18. These discretionary meal awards are to be made for a specific number of days, and a student in receipt of the award will be required to sign a declaration to confirm receipt.

Discretionary (Emergency) Hardship

4.19. 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.

4.20. An emergency hardship bursary is set aside for those in greatest financial hardship; to support them with the ongoing costs of being at college.

4.21. Discretionary hardship bursaries will be awarded where a student demonstrates exceptional hardship is a barrier to learning and participation.

4.22. The amount of support that can be provided is shown in **Annex D**.

Childcare

4.23. If students are a parent aged 16-19 the Government's Care to Learn scheme could pay up to £180 per child per week towards childcare whilst studying. Care to Learn funding may also cover travel costs to the childcare provider. If help is required students can apply for the funds via the college childcare application form.

Adult Students

4.24. If students are aged 20 or over and are a parent, they can apply for childcare support via the college childcare application form.

5. Vulnerable Student Bursary

5.1. Students in the defined vulnerable groups (section 2.9) will be eligible for the Vulnerable Student Bursary of up to £1,200 per academic year.

5.2. The amount of deduction will vary per student based upon their individual needs.

5.3. Where a student is enrolled on a course of less than 30 weeks, the maximum Vulnerable Student Bursary will be adjusted to an appropriate pro-rata amount e.g., a 15-week course = £600.

5.4. Where the student's circumstances changes in-year and puts them in one of the defined vulnerable groups, they will receive a pro-rata amount of the Vulnerable Student Bursary, which will be from the date the student became eligible to the end of the academic year.

5.5. Funding for each vulnerable student will be claimed for via the online SBSS portal. If the College accrues any unused vulnerable student funds e.g. where a student leaves their course early, funding will be recycled for future vulnerable students.

5.6. Students in receipt of the Vulnerable Student Bursary may be awarded funds from the discretionary bursary fund in excess of the £1,200 where they are able to demonstrate a need for financial support. Students meeting the eligibility criteria alone does not guarantee an award being made.

6. Payments

6.1. Awards will be made either to the student's individual Wisepay account, accessed via their student ID card for college meals, by BACS or internal transfer. This will be as indicated in the student's award letter.

- 6.2. Awards made by via BACS will be paid into student's bank account and will only be paid into another person's account with prior agreement of the Chief Financial and Operations Officer or Group Head of Finance in exceptional circumstances.
- 6.3. Bursary payments are reviewed in conjunction with attendance and in discussion with Student Services and Personal Tutors.
- 6.4. Personal Tutors, Course Managers or a member of the Student Services Team may be asked to provide information regarding any mitigating circumstances that prevent students from meeting the attendance standards.

7. Administration & Monitoring

Administration

- 7.1. All applications to the fund will be reviewed and processed by the Student Finance Team.
- 7.2. 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 and agreed with the Group Head of Finance.
- 7.3. Unspent VSB funding claimed through the SBSS at specific dates will be used to fund subsequent students before any further claims are made to the SBSS.

Monitoring

- 7.4. Monitoring of the fund is the responsibility of the Chief Financial and Operations Officer and the Group Head of Finance. The Finance Team record, track, and monitor all commitments made against funds available on a monthly basis to ensure the fund is not overspent.
- 7.5. The Finance Team will compile an annual return of funds used, for submission to the Education Skills Funding Agency in February, with an end of year return due in October.
- 7.6. Take-up of the fund is monitored termly and reported to the Finance and General Purposes Committee termly. The impact of the bursaries in relation to retention and achievement is reviewed termly by the Education and Standards Committee and reported in the self-assessment report SAR.
- 7.7. Feedback from students on how the bursary has impacted their learning is collected annually by the Assistant Principal - Student Services.
- 7.8. Bursary payments are made dependent upon attendance. Attendance of students will be monitored by Student Services and Personal Tutors and individual circumstances will be considered as applicable.

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 the Group Head of Finance.
- 8.2. All appeals should be made within 10 working days of the decision being notified and addressed to the Group Head of Finance.
- 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 14 days of the appeal.
- 8.4. The outcome of appeals are to be decided by the Group Head of Finance. This decision will be final.

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://nscg.ac.uk/privacy-policy> please refer to the policy for more information.

Annex A – Supporting evidence requirements for DfE funded bursaries

16-19 bursary applicants

Source of income	Acceptable evidence
Waged income *	Payslips for the last 3 consecutive months
Tax Credits **	2025/26 Tax Credits Notifications - all 6 pages required 2025/26 Tax Credits Review – all 4 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	Letter from Job Centre plus/DWP showing means tested benefit
Universal credits *	Universal Credit Award statements for the last 3 consecutive months For VSB students:- Universal credit in a student's name Tenancy agreements in a student's name Child Benefit receipt Children's Birth Certificates Utility Bills etc.
Guaranteed Pension Credit **	Pension credit - guaranteed element
Asylum Seeker *	Local Authority Letter
I am in care or am a care leaver *	Local Authority Letter

* All evidence provided must be dated within six months of the course start date.

** Tax Credit notifications and other benefit awards 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.

Annex B – DfE 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.

Assessment

2. Financial support is assessed against household income.
 - Students aged 19 and under and living at home and/or supported by parents/guardians are assessed against their parents'/guardians' income, except in exceptional circumstances.
 - Students aged 20+ 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.
3. Receipt of bursary funding does not affect receipt of 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.

Payments

4. Awards will be made either to the student's Wisepay account, accessed via their student ID card (for meals), as provision of a pass (travel), equipment, BACS or Internal transfer as indicated on the award letter. On some occasions, where this is the most efficient method, the award will be made as a reimbursement.
5. Awards made by BACS will normally be paid into the student's bank account.
6. Awards of meals bursary will be loaded onto the student's Wisepay account daily to use in the college food hall or college shop, for use on the days that students are timetabled to be in college. Funds can be accessed using Student ID cards and are only available for a 24-hour period. Any unused funds will be removed.
7. Bursary payments are made dependent upon attendance. Attendance of students will be monitored by Student Services and Personal Tutors and individual circumstances will be considered as applicable.
8. Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent students from meeting attendance standards.

9. 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.
10. If an asylum seeker is eligible for support in the form of course-related books, equipment or travel pass, these will be provided. We are not permitted to give these students cash payments.

Changes in Circumstances

11. Students must notify the College of any change in family circumstances which may impact upon awards. The College reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in a student 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.
12. 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

13. All childcare providers will be Ofsted registered and evidence included with the student application.
14. We will only provide funding for childcare during timetabled lessons on a term-time only basis.
15. A direct payment will be made to the childcare provider in arrears on receipt of an invoice.
16. From September 2025, eligible working parents in England can now apply for 30 hours of free childcare a week for 38 weeks for children aged 9 months and older.
17. The College will require a quote from each nursery to support the application, taking account of the free early education or childcare funding. It is the students' responsibility to ensure that all free early education or childcare funding is claimed and maintained throughout the academic year.
18. 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.
19. The Discretionary Childcare Bursary does not pay for deposits or retainers.
20. 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:
 - a. the total number of days per week
 - b. the number of weeks in the academic year
 - c. the amount payable per day

Annex C – IT Loan scheme

The College operates a loan IT device scheme for individual students who demonstrate that they do not have access to suitable IT infrastructure to support their self-study outside of College.

The College will consider the loan of an IT device for students who have no access to a digital device in their household which the College believe would have an impact on their attainment. As part of this consideration, the requirement of the course to have access to IT outside of the College will also be considered.

To be eligible for the loan of an IT device – the student must be:-

- ***Studying on a full-time programme.***
- ***Have an approved bursary for the current academic year 2025/26.***

Information regarding access to IT will be captured as part of the application process to inform whether the student has evidenced a suitable case for requiring loan access to an IT device for use outside of College.

Students identified as needing this support 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.

Whilst the College will endeavour to meet the requirements of students in such circumstances, this continues to be dependent on funding and the needs of the student for this purpose being evidenced.

ANNEX D – Overview of financial support

For students who have been assessed as being eligible for bursary support with gross household income, including benefits below £35,000 – the individualised needs of the student will be considered and support available, dependent on their individual circumstances, may be:-

Category	Other Information
Equipment	100% cost. As a guide the maximum equipment cost funded by the bursary will be £300. Where there are more exceptional requirements which exceed the £300 cost – these will be considered on an individualised basis.
Food	£4.50 paid daily on to the students College account. Unspent balances cleared each evening and refreshed for the next day. Where a student is on a placement – they will receive a daily meal allowance for each day they are on placement.
<u>Travel</u> – where students travel less than 1 mile to College – there will be no travel bursary made available to them.	
Travel – Bus	<ul style="list-style-type: none"> Where termly or annual bus passes are available – these will be purchased on behalf of the student. Where this is not available – the student will be provided with an individualised weekly amount which will range between £10 - £25 to cover the cost of their ticket in line with the days that they are required to be in College. Where the cost of travel exceeds the stated values, the individual needs of the student will be considered. Students in receipt of an individual allowance for their ticket will be required to provide verification of the weekly cost of their ticket(s) on up to 3 occasions during the academic year.
Travel – Car	<ul style="list-style-type: none"> Where the student is unable to use public transport or it is unavailable to them and therefore the student needs to travel by car – the following allowances will be made available to them to fund their travel:- Return travel to College between 3-6 miles – the student will receive up to £2.70 per day. Return travel to College between 6-10 miles – the student will receive up to £4.50 a day. For any car travel in excess of a return 10 mile journey to College – the requirements may be discussed individually with the student. As a guide – students will be reimbursed at 45p per mile. The College will ask the student to provide an understanding of why public transport is not an option for them. <p>PARKING (when driving own car) Parking will be reimbursed at Stafford College only (as there is free student parking available at the Newcastle campus). Dependent on the number of days a student is expected to be in College, either a</p>

	pass for the main long stay carpark (Doxey) will be awarded, or an allowance for daily parking based on the rates at the Doxey carpark for the number of days a student is timetabled to be in College. If awarded a daily parking allowance, funds will be provided upon receipt of parking tickets/proof of parking.
Travel - Rail	<ul style="list-style-type: none"> • The £35 cost of a 16-17 or 18-25 railcard will be funded for each year the student remains with the College up to age 19. This will enable the student to access 50% savings on fares for age 16-17 and 1/3 savings for 18-19. • Assuming railcard discounts have been accessed – the student will receive between £2.50 and £4.70 a day for 16-17 year olds (dependent on their rail travel costs) to meet the costs of their rail transport. For an 18 year old, rail will be funded at between £4.80 and £10.20 per day (dependent on their rail travel costs and if railcard discounts can be accessed).
	<ul style="list-style-type: none"> □ Students will be expected to purchase tickets which illustrate the most efficient route from a cost perspective that best suits their attendance requirements at College. □ For any rail travel costs in excess of £4.70 a day for 16-17 year olds and £10.20 day for 18 year olds (assuming a railcard has been purchased) any additional requirements may be discussed individually with the student. □ Students in receipt of an individual allowance for their ticket will be required to provide verification of the daily cost of their ticket(s) on up to 3 occasions during the academic year.
T level / BTEC placement costs	<ul style="list-style-type: none"> □ Bursary students who are travelling to placements will be reimbursed for their travel using the T level placement mileage reimbursement scheme which applies to their course.
Specialist materials	<ul style="list-style-type: none"> □ Up to £75 re-imbursement based on presentation of receipts
Uniform	<ul style="list-style-type: none"> □ Up to £50 re-imbursement based on presentation of receipts
Course fees (adults only)	<ul style="list-style-type: none"> □ Applications to be made to the Group Head of Finance and will be considered on the basis of individual circumstances. NB course fee support cannot be considered for courses eligible for an Advanced Learning Loan.
IT	<ul style="list-style-type: none"> □ The loan of an IT device will be considered where it can be evidenced that a student cannot access IT outside of the College and where this would have a negative impact on the students' attainment on their chosen pathway. See Annex C.
Other – childcare support, Emergency support, Trips	<ul style="list-style-type: none"> □ See section 4.