

<b>Policy Name</b>	<b>16-19 Bursary Policy</b>
<b>Department</b>	<b>Finance</b>
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<b>Pathway</b>	<b>Connect/Departments/Finance/Finance - Policies</b>
<b>E &amp; D Policy Disclaimer</b>	<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>

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## 1. Introduction

1.1. This policy sets out the financial support available in 2024/25; the eligibility criteria and the conditions for continuous receipt of support for 16–18-year-old students attending any of the Bedford College campuses, the Bedford Sixth Form, the Corby Sixth Form and National College for Motorsport.

1.2. The aim of the 16 to 19 Bursary Fund is to provide financial support to help students overcome specific barriers to participation so they remain in education and achieve.

1.3. The College receives funding for 3 types of 16 to 19 bursaries:

- Discretionary bursaries which is awarded to meet individual need, for example, help with the cost of travel, course materials and study trips.
- Bursaries for defined vulnerable groups of up to £1,200 a year.
- Residential bursaries to help towards the costs of accommodation for students attending one of the designated institutions delivering specialist provision.

## 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 ESFA or by ESFA via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19
- a 16 to 19 traineeship programme

2.2. Non-employed students aged 16 to 19 who are participating in a Prince'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. Eligibility for the **16-19 Discretionary Bursary Fund** requires that a student:

- be aged 16 or over but under 19 at 31 August 2024 or
- be aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- meet the meet the residency criteria in [ESFA funding regulations](#) for post-16 provision before the start of the course
- meet the low household income threshold as set by the College **or**
- have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study) or

- be able to provide evidence of difficulties obtaining a UK bank account (reviewed termly).

2.4. Eligibility for the **Vulnerable Learner Bursary**, students must provide proof of being in one of the following defined vulnerable groups:

- in care (including a young person in foster carer arranged by the local authority)
- care leavers
- receiving 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
- receiving 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

2.5. Eligibility for the **16-19 Residential Bursary Fund** is the same as section 2.4 plus requires a student to:

- Attend a designated institutions delivering specialist provision. Specialist provision is one that is not available locally and/or requires the student to attend at unsociable hours on a regular basis and consequently the student needs to live away from home.

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

- Students aged 19 or over at 31 August 2024 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
- Students on higher education programmes

2.7. 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.

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

### 3. Assessment Criteria

3.1. All ESFA funded bursaries are means tested and based on household income. Learners who have a household income up to £40,000 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 evidence to support declared income. Instead, they will be asked to sign a self-declaration form to confirm their household circumstances have not changed.

3.3. All income and benefits (including housing benefit, council tax benefit, working tax credits, child tax credits, etc.) are taken into account. The College does not take into

account Child Benefit, Disability Living Allowance or Personal Independence Payment when calculating total household income.

- 3.4. For Universal Credits we will ask for the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of Universal Credit after all deductions will give a total monthly income. The 3 months statements will act as a guide to the household income for a quarter of a year and will be multiplied by 4 to estimate annual income.
- 3.5. 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 servicing of farm machinery, stationery, etc. would be deducted.
- 3.6. An assessment is made based on a completed and signed declaration from the learner or parent/guardian (dependent upon age and circumstance of learner) detailing income from employment and/or benefits along with supporting evidence of all declared income.
- 3.7. In order for funding to be awarded, the College expects that certain standards of behaviour and attendance will be met. Learners are expected to adhere to the Terms and Conditions as published in **Annex B** at all times and attend all lessons. In circumstances where a learner is involved in disciplinary proceedings or has poor attendance, funding may be withheld or reclaimed at the College's discretion.
- 3.8. The College can only guarantee discretionary bursary awards for applicants applying by the **05 August 2024 prior to the academic year of study**. Applications made after this date will be awarded if there is funding available.
- 3.9. Online Applications are available to all students until the specific funds closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to bring forward, or extend the closing date of a fund.

#### **4. Discretionary Bursary Funds**

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

- Travel to College or Industry placements
- Essential Course Costs
- Loan Equipment
- Meals
- Discretionary (Emergency) hardship

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

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

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

##### **Travel Bursary**

- 4.5. Bursary funds for students aged 16-18 will be administered in conjunction with Local Authority Transport Scheme's and Policies. In most cases, Bursary funds will be used to provide additional financial support where transport costs are not met in full or present a barrier to learning.
- 4.6. Support through bursary funds with the cost of travel is available to students who travel more than three miles to their site of study or work placement. Distance will be calculated using the shortest safe walking distance from a student's term time accommodation. Exceptional circumstances and Special Educational Needs that do not meet the Local Authority Transport Policy will be considered during assessment and through the appeals procedure where necessary.
- 4.7. The amount and form of travel support provided to an eligible learner varies depends upon their primary study location. Full details of the support available by primary study location can be found in **Annex C**.
- 4.8. The college may exercise discretion where a different form of support than shown in **Annex C** is deemed more suitable or cost effective.
- 4.9. The college will support transport costs during term time only.
- 4.10. Students attending extended work placements as part of a T Level programme can apply for a travel bursary if not already covered by their travel bursary or bus pass. Full details of the support provided can be found in **Annex D**.

### **Essential Course Costs**

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

### **Loan Equipment**

- 4.13. The fund may be able to assist with costs where equipment is required to enhance a student's access to learning or to increase levels of achievement.
- 4.14. The College operates a loan laptop scheme for students have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study). Full details of the support provided can be found in **Annex E**.
- 4.15. All items purchased by the support funds remain the property of the College and must be returned by students when they complete their programme of study.

### **Meals**

- 4.16. Eligible Students (see section 2.3) 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 Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)

In most cases this will be supplied through the College's catering outlets. Where this arrangement is not possible, alternative arrangements will be made. The amount of support that can be provided is shown in **Annex C**.

4.17. 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 arrangements in place to provide certainty for families and ensure they do not experience a sudden loss of free meals.

4.18. The protection arrangements apply as follows:

- All students already receiving free meals from 1 April 2018 will continue to receive free meals until March 2025 and then until the end of the course they are enrolled on at this point. This will apply even if their household earnings rise above the new threshold during that time
- any student who becomes eligible for free meals after the threshold has been introduced will also continue to receive free meals until March 2025 and then until the end of the course they are enrolled on. This will apply even if they subsequently become ineligible during this period because their household earnings rise above the new threshold

4.19. 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.

4.20. These discretionary meals 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**

4.21. 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.

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

4.23. Discretionary hardship bursaries will be awarded from October onwards where a student demonstrates exceptional hardship is a barrier to learning and participation.

4.24. The amount of support that can be provided is shown in **Annex C**.

## 5. Vulnerable Learner Bursary

5.1. Students in the defined vulnerable groups (section 2.4) will be eligible for the vulnerable learner bursary of up to £1,200 per academic year.

5.2. These funds will pay for all essential course costs, meals and any travel costs only.

5.3. Where a student is enrolled on a course of less than 30 weeks, the vulnerable learner 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 learner bursary, which will be from the date the student became eligible to the end of the academic year.

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

5.6. Learners in receipt of the vulnerable learner 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 additional support

## 6. Residential

6.1. Support towards the costs of accommodation at Shuttleworth College and the National College for Motorsport can be provided to eligible students.

6.2. Priority will then be given to students who live the furthest from the Shuttleworth and Motorsport campuses with poor or no transport links.

6.3. Students who qualify for the RBF may also receive a 16-18 Bursary (e.g., for essential course costs). Where a student is also eligible for both the vulnerable learner bursary and the residential bursary, the Panel will determine the level of need.

6.4. Students who travel more than three miles from their term time accommodation to their site of study or work placement can be issued with support towards travel costs from the Residential Bursary Fund. Distance will be calculated using the shortest safe walking distance.

6.5. The amount of support that can be provided is shown in **Annex C**.

## 7. Payments

7.1. Awards are made on an agreed profile and each strand has its own profile. These are shown in **Annex C**.



- 7.2. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
- 7.3. Awards made by via BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
- 7.3. Awards will normally be paid into your bank account. If you do not have a bank account, you will need to open one. See <https://www.moneyadvice.service.org.uk/en> for information on bank accounts.
- 7.4. If you do not have a UK bank account, we will only be able to award you the internal transfer element of your bursary award. No regular BACS payments will be made i.e., support towards travel.
- 7.5. Bursary payments are made dependent upon attendance; we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
- 7.6. Your Personal Achievement Tutor, Course Manager, Head of Department or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.

## **8. Other sources of financial support**

### **Care to Learn**

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

### **Connolly Foundation**

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

### **Brunel Centre of Bedford Bursary**

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

### **The Bedford College Academic Excellence Bursary**

- 8.4. A non-means-tested bursary is available to students at the Bedford or Corby Sixth Forms who meets the criteria, starting their course in September 2023 or 2024.

Students must:

- have achieved five GCSEs with grades 9 – 7, including English Language and Mathematics.
- have applied for a full-time place as a student at The Bedford or Corby Sixth Forms

- have submitted a complete application via our online portal before 30 September of the first academic year studying at Bedford and Corby Sixth Form.

### **The Grand Prix Trust Bursary**

8.5. The Grand Prix Trust Bursary provides a non means tested bursary to students who are studying at the National College for Motorsport.

## **9. Administration & monitoring**

### **Administration**

- 9.1. Applications for vulnerable learning bursaries and emergency hardship bursaries will be processed by the Student Services Team regardless of a learner's location of study.
- 9.2. Applications for discretionary learning or residential support where the learners primary study location is either Bedford Sixth Form, Corby Sixth Form, Central Bedfordshire or Shuttleworth will normally be processed by the local Student Support Advisor.
- 9.3. All other applications to the fund will be processed by the Finance Team.
- 9.4. In case of extreme hardship where a student demonstrates exceptional hardship, which is a barrier to learning and participation applications can be processed by an approved member of the Student Services Team.
- 9.5. Funds may not be transferred in or out of the residential bursary fund and any unspent funds are to be returned to the ESFA.
- 9.6. Discretionary or Vulnerable Learner bursary cannot be transferred into the residential bursary fund.
- 9.7. Unspent VLB funding claimed through the SBSS, can be added to the discretionary bursary allocation from May 2024 onwards.

### **Monitoring**

- 9.8. The Bursary Panel meets fortnightly during August, September and October, and once per half term thereafter as required, to discuss Bursary matters. The terms of reference of the panel can be found in **Annex H**.
- 9.9. Monitoring of the fund is the responsibility of the Deputy Director of Finance and the Accounts Manager. The Finance Team record, track, and monitor all commitments made against funds available on a monthly basis to ensure the fund is not overspent.
- 9.10. The Finance Team will compile an annual return of funds used, for submission to Education Skills Funding Agency in February, with an end of year return due in October.
- 9.11. Take-up of the fund is monitored annually in relation to retention and reported in the self-assessment report SAR.

9.12. Feedback from students on how the bursary has impacted their learning is collected annually by the Head of Student Services.

## 10. Appeals

10.1. If a student does not agree with any decision made in relation to judgements on the distribution of support funds, then they can appeal in writing to [bursaries@bedford.ac.uk](mailto:bursaries@bedford.ac.uk)

10.2. All appeals should be made within 10 working days of the decision being notified and addressed to the Student Bursary Panel at Bedford College.

10.3. 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.

10.4. The outcome of appeals are to be decided by the Head of Student Services and the Deputy Director of Finance.

10.5. If a student does not agree with the appeal decision, they must raise a complaint using the College's complaint procedure.

## 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 ESFA funded bursaries

**New 16-19, and all Residential bursary applicants only.**

Source of income	Acceptable evidence
<b>Waged income *</b>	Payslips for the last 3 months consecutive months
<b>Tax Credits **</b>	2024/25 Tax Credits Notifications - all 6 pages required
	2024/25 Provisional Tax Credit - all 6 pages required
<b>Income from self-employment ^</b>	Annual tax review (if self-employed) Most recent audited accounts (within past 12 months) Letter from a qualified accountant confirming income
<b>Benefits - IS, JSA, ESA &amp; LASS, Housing Benefit, Council Tax Benefit *</b>	Letter from Job Centre plus/DWP/Local Authority showing means tested benefit
<b>Universal credits *</b>	Universal Credit Award – full award information for the last 3 months
<b>Guaranteed Pension Credit *</b>	Pension credit - guaranteed element
<b>Nil income (both required) *</b>	Most recent bank statement
	Please provide evidence of income for the rest of the household
<b>Asylum Seeker *</b>	Local Authority Letter/ Letter from Home Office
<b>I am in care or am a care leaver *</b>	Local Authority Letter
<b>No UK bank account</b>	Self-declaration form (completed via Pay My Student)
	Letter from bank declining bank account <b>or</b> 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 2024.

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

## Annex B – ESFA funded bursaries terms and conditions

### General

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

### Assessment

3. Financial support is assessed against household income.
  - Students under 19 and living at home and/or supported by parents/guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
  - Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.
4. The College operates a household income banding system. Band 1 covers all household income less than £16,190 and band 2 covers all household income between £16,191 and £40,000.
5. Financial support is assessed against household income. Students under 19 and living at home and/or supported by parents/ guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
6. Receipt of bursary funding does not affect receipt other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.
7. As well as the evidence of Income Support or Universal Credit, colleges are required to see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. for students who live independently.

### Payments

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

as soon as possible, we cannot take responsibility if a payment is made into the wrong account if you have not informed us.

11. If you do not have a UK bank account, we will only be able to award you the internal transfer element of your bursary award. No regular BACS payments will be made i.e., support towards travel.
12. Internal transfers will be processed to the relevant College department by the Student Finance Team on your behalf.
13. Awards of meals bursary will be loaded onto your Student ID Badge to use in the College refectory or coffee shop, for use on the days that you are timetabled to be in college. Funds can be accessed using your College ID badge and are only available for a 24-hour period. Any unused funds will be removed.
14. Bursary payments are made dependent upon attendance: we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
15. Your Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.
16. 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.
17. 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**

18. You must notify the College of any change in family circumstances which may impact upon your award. The College reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in you no longer being eligible for the award. It also reserves the right to recover all or part of any overpayment made resulting from a change in circumstance.
19. 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**

20. Government funded financial support for students aged 20 years and over on eligible funded courses. Students aged between 16 and 19 must apply to Care to Learn for childcare funding. [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)
21. We will only provide funding for childcare during timetabled lessons on a term-time only basis.
22. A direct payment will be made to the childcare provider in arrears in the first week of each month.

23. All 3 to 4-year-olds (and some 2-year-olds) in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week over 38 weeks of the year. Some children qualify for 30 hours a week. Students will be required to use this allocation towards their study time at the College; we will pay for any additional childcare needed above the government funding. We cannot duplicate any government support available to the student.
24. 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.
25. The Childcare Bursary does not pay for deposits or retainers.
26. A copy of the student's award letter will be sent to the childcare provider. The award letter will show how much the student is getting, based on:
- the total number of days per week
  - the number of weeks in the academic year
  - the payment dates

## Annex C – Discretionary Learning Support by primary study location

**Table 1 – Bedford Borough campuses**

<b>Primary study location</b> Cauldwell Street Campus, Brooks Hair & Beauty, Bedford Sixth Form (a), Vehicle Technology Centre + Gas & Plumbing Centre			<b>Band 1</b> <b>Less than £16,190</b>	<b>Band 2</b> <b>£16,190 - £40,000</b>
<b>Travel (annually)*</b>	<b>A</b>	Core Travel Zone	£500 per annum payment profile shown in Annex G	£500 per annum payment profile shown in Annex G
	<b>B</b>	Outside of Core Travel Zone (b)	£720 per annum payment profile shown in Annex G	£720 per annum payment profile shown in Annex G
<b>Course costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Trip Costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Meal bursary (daily)</b>			£5.00 per day	
<b>Print Credits (one-off)</b>			£20	£20

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

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

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

[MegaRider tickets for Bedfordshire | Stagecoach \(stagecoachbus.com\)](#)  
[Bedford - JAN 2022.pdf \(tiskon-maps-stagecoachbus.s3.amazonaws.com\)](#)

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



**Table 2 – Shuttleworth Campus**

Primary study location Shuttleworth College			Band 1 Less than £16,190	Band 2 £16,190 - £40,000
Travel (annual)*	A	College bus pass (a)	£750 per annum	£750 per annum
Travel (monthly)*	B	Non-College bus pass	£720 per annum payment profile shown in Annex G	£720 per annum payment profile shown in Annex G
Course costs (one-off)		Banded by course	See Annex F	See Annex F
Trip Costs (one-off)		Banded by course	See Annex F	See Annex F
Meal bursary (daily)			£5.00 per day	
Print Credits (one-off)			£20	£20
Residential support (termly)			£1,233 per term	£858 per term

(a) To see college bus routes and timetable please visit

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

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

**Table 3 – Northamptonshire County Council Campuses**

<b>Primary study location</b> Kettering - Windmill Avenue Campus Corby - Oakley Road & Corby Sixth Form Wellingborough - Church Street Silverstone – National College for Motorsport			<b>Band 1</b> <b>Less than £16,190</b>	<b>Band 2</b> <b>£16,190 - £40,000</b>
<b>Travel (Termly) *</b>	<b>A</b>	Core Travel Zone (b)	Free (a) or £500 per annum payment profile shown in Annex G	£500 per annum payment profile shown in Annex G
	<b>B</b>	Outside of Core Travel Zone (b)	Free (a) or £720 per annum payment profile shown in Annex G	£720 per annum payment profile shown in Annex G
<b>Course costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Trip Costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Meal bursary (daily)</b>			£5.00 per day	
<b>Print Credits (one-off)</b>			£20	£20
<b>Residential support (monthly)</b>			£355 per month	£240 per month

(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

**Table 4 – Central Bedfordshire College Campuses**

<b>Primary study location</b> Kingsway, Dunstable The Incuba, Dunstable Leighton Buzzard Campus			<b>Band 1</b> <b>Less than £16,190</b>	<b>Band 2</b> <b>£16,190 - £40,000</b>
<b>Travel (Termly) *</b>	<b>A</b>	Core Travel Zone (a)	£500 per annum payment profile shown in Annex G	£500 per annum payment profile shown in Annex G
	<b>B</b>	Outside of Core Travel Zone (a)	£720 per annum payment profile shown in Annex G	£720 per annum payment profile shown in Annex G
<b>Course costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Trip Costs (one-off)</b>		Banded by course	See Annex F	See Annex F
<b>Meal bursary (daily)</b>			£5.00 per day	
<b>Print Credits (one-off)</b>			£20	£20

(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

## 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 - £40,000 = 50% of evidenced costs.
- BAND 3 Household income range £40,000 + = 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. £5.00 per day whilst on placement.

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

## 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 07 October 2024**.

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

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

## Annex F – Course costs and trip support

### Course costs

#### Level of support by band

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

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

If your course is not listed, please contact [bursaries@bedford.ac.uk](mailto:bursaries@bedford.ac.uk) for advice on the level of support available.

### Trip costs

#### Level of support by band

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

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

If your course is not listed, please contact [bursaries@bedford.ac.uk](mailto: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%	50
October	10%	50
November	15%	75
December	5%	25
January	15%	75
February	10%	50
March	10%	50
April	5%	25
May	10%	50
June	10%	50
July	0%	0
<b>Total</b>	<b>100%</b>	<b>500</b>

### Out of Zone awards

Month	Profile	£
September	10%	72
October	10%	72
November	15%	108
December	5%	36
January	15%	108
February	10%	72
March	10%	72
April	5%	36
May	10%	72
June	10%	72
July	0%	0
<b>Total</b>	<b>100%</b>	<b>720</b>

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

## Annex H

### Student Bursary Panel Terms of Reference

#### **Responsibilities delegated to the Bursary Panel**

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

#### **Reporting arrangements**

The bursary panel shall report to the Chief Financial Officer on a quarterly basis and to the Executive team from time to time.

#### **Membership/Frequency**

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

The panel will consist of

- Deputy Director of Finance - Control (Chair - designated by Chief Financial Officer)
- Head of Student Services
- Student Services Managers
- Accounts Manager
- Student Bursaries Lead

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