

Bursary Fund Application Form 2025 to 2026 academic year



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Please complete the form and bring it together with your supporting evidence.

Learner Details							
First Name			Surname				
D.O.B.		AGE You must be 16, 17, 18 (and under 19) on 31 st August 2025 to apply or over 19 with an Educational Health and Care Plan (EHCP) or a care leaver.					
Address							
Postcode		Telephone		Email			
Which Centre are you studying at?							
Which Course are you completing?							
Course start date		Course end date		No. of days per week		Number of weeks	

Bursary Criteria			
To qualify you must be aged 16 or over and under 19 on 31 August 2025 and meet DfE's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.			
Did you receive Free School Meals at school?	Yes		No
If you received Free School Meals in School you will continue to receive Free School Meals in college. The amount of financial assistance you will receive depends on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each day in education. This information is strictly confidential and will only be used for this assessment purpose.			

Item	Total cost per day	Total cost across course (estimate)
Travel		N/A
Meals: Breakfast £1.50 /Lunch £3.50 per day		N/A
Equipment	N / A	
Appropriate Clothing to suit training and placement requirements	N / A	
Any other (please specify)		

Discretionary Bursary Criteria

Please only complete this section if you are applying for Discretionary Bursary.

Your household income is one of the criteria which will help us to assess your discretionary bursary application. If your TOTAL household income exceeds £30,000 per annum, you will not be eligible for discretionary bursary.

If your household income exceeds £30,000, you may be eligible for a hardship bursary payment. Please explain below why you need hardship support.

You will only be eligible for Discretionary or hardship bursary if you are taking part in a **study programme**.

Hardship Explanation:

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.

P60		Income Support/Universal Credit (award letter)		Full TCAN Notice	
Self-employed earnings (Official tax return)		Other benefits/pension (award letter)		Wage slips for household	

Please list the names of the household members and their relationship to you:

Name	Relationship to Learner
Email Address of person above	

Vulnerable Bursary Criteria

Please only complete this section if you are applying for Vulnerable Bursary.

You will only be eligible for a Discretionary bursary if you are taking part in a **study programme**.

To qualify for vulnerable bursary, you **must** fall into one of the categories below and produce the required evidence as stated.

Are **YOU** in receipt of Income Support or Universal Credit?

(evidence required - Income Support or Universal Credit Statement Letter)

Are **YOU** a Care Leaver or currently looked after in care or an unaccompanied asylum seeker? **(evidence required - letter from Local Authority)**

Are **YOU** a Disabled learner in receipt of both Employment Support Allowance/ Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments? **(evidence required, financial statement showing both ES + DLA/PIP)**

Apprenticeship Bursary Criteria

Please only complete this section if you are applying for Apprenticeship Bursary.

To qualify, you must fall into the category below and produce the required evidence as stated.

Are you a Care Leaver? *(evidence required - letter from Local Authority)*

For an apprentice to be eligible for the care leavers' bursary, they must meet all of the following:

- be aged under 25 at the time they start their apprenticeship
- not have received the care leavers' bursary before
- meet the legal definition of a 'care leaver', as either an 'eligible child', a 'relevant child' or a 'former relevant child', as defined in 'Legal definition of 'care leaver' - where a young person has been supported by a local authority leaving care personal advisor, it is likely they meet this criterion

For more information see [Apprenticeships care leavers' bursary guidance - GOV.UK](#)

Legal definition of 'care leaver'

Eligible child

This is a young person who:

- is 16 or 17 years old
- has been looked after by a UK local authority or health and social care trust for at least a period of 13 weeks since the age of 14
- is still looked after by a UK local authority or health and social care trust

Relevant child

This is a young person who:

- is 16 or 17 years old
- has left care within the UK after their 16th birthday
- was an eligible child before leaving care

Former relevant child

This is a young person who is under 25 who was either an eligible or a relevant child before turning 18.

EARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners.
- **I understand that HOLIDAYS WILL BE UNPAID (college shutdowns and personal holidays).**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify my institution immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as books, equipment, travel costs, meals, additional costs (i.e. trips, miscellaneous course costs).
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the college, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

Applicant Signature:

Date: