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## 1. Summary

- Shrewsbury College recognises that the student bursary funds have an important role to play in removing barriers for many students accessing and completing Further Education courses. It is the aim of the College to use funds that have the optimum impact in supporting eligible students to access education successfully.
- The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Department for Education.
- Bursaries are intended to help with the financial hardship needs of individual students studying an eligible course at college. To this end our approach is to assess the level of need on an individual basis and support students to overcome barriers to education. Awards from the bursary will be used, in most cases to make payments in kind. These support essential course related costs such as travel, meals at college, equipment, kit/uniform, trips and other costs essential to learning and completing the course.
- Discretionary awards will be made subject to sufficient funds being available.
- All applications need supporting information to be provided as 'evidence' of eligibility.

## 2. Statement of principles

- This policy will be applied fairly and consistently in a way that reflects the individual circumstances and needs of the individual student.
- The process must be easily understood and accessible to everyone, fair, and transparent.
- Student Services will support understanding of the process and students and parents can request a meeting if required. The bursary funds will be promoted via Student Services information and the college website. Student Services are present at events throughout the year, such as open evenings and admissions interviews, to support access to bursaries and other financial support.
- All complete applications with full supporting information submitted by the end of July 2025 should be processed and an outcome communicated by the start of term in September 2025.
- Applicants are welcome to apply at any point during the year. During peak periods for applications will take no more than 4 weeks to process.
- There is a commitment to ensuring bursary funds allocated to the college are efficiently distributed to support as many students as possible.
- Bursary applications are open to students on government-funded qualifications, and qualifications funded by an Advanced Learner Loan.

Students on apprenticeship programmes, on any waged training or are employed, rather than in education, are **not** eligible for bursary funding.

HND, HNC and HE courses are **not** eligible for 16-19, VB, 19+ or ADL Bursary support.

### 3. Available Bursaries

There are four types of bursaries available:

- 16-19 Discretionary Bursary,
- Vulnerable Bursary (VB),
- 19+ Discretionary Bursary,
- Advanced Learner Loan Bursary (ADL).

Student Services will decide on the most suitable bursary for the student in line with government guidance as applicants all use a common application form.

### 4. Eligibility Criteria

There are certain criteria that students must meet regardless of bursary type. In addition, there are specific criteria for each bursary as detailed below.

To be eligible for any bursary support students should:

- Be aged 16 or over on 31 August 2025 to be eligible for help from the bursary fund in academic year 2025 to 2026
- Meet the residency criteria in the [DfE funding rules](#) for post-16 provision.

#### 4.1 16-19 Discretionary Bursary Eligibility

- A student must be aged 16 or over but under 19 on 31 August 2025 to be eligible for help from the bursary fund in academic year 2025 to 2026. (The only exceptions for the discretionary bursary are students aged 19 and who are continuing on a study programme they began aged 16 to 18 (19+ continuers) or students aged 19 or over who have an Education, Health, and Care (EHC) Plan.)
- Be enrolled on eligible course within college including, but not limited to: Level 1, Level 2, Level 3, ESOL, ASDAN, and College Ready provision.
- The student must live in a household where household income is under £29,000 NET. Information on what constitutes NET household income can be found in section 7.

#### 4.2 Vulnerable Bursary (VB) Eligibility

- A student must be aged 16-18 on 31 August 2025 to be eligible for help from the Vulnerable Bursary fund in academic year 2025 to 2026 . (Students aged 19 or over are **not** eligible for bursaries for vulnerable groups.)

## AND belong to one of 4 identified vulnerable groups

- in care\*
- care leavers\*\*
- receiving Income Support (IS), or Universal Credit (UC) 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 (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

\*'In care': the 16 to 19 Bursary Fund defines 'in care' as:

- children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989).
- Section 22 of the Children Act 1989 defines the term 'looked after child'.

\*\*'Care leaver': the 16 to 19 bursary defines 'care leaver 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 or above who was looked after prior to 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

Students living in Wales are **not** eligible for Vulnerable Bursary funding.

### 4.3 19+ Discretionary Bursary Eligibility

- The student must be aged over 19 on 31 August 2025 to be eligible for help from the 19+ Discretionary Bursary fund in academic year 2025 to 2026
- Be enrolled on eligible course within college including, but not limited to: Level 1, Level 2, Level 3, ESOL, ASDAN, and College Ready provision.
- The student must live in a household where household income is under £22,000 NET.  
Household income is calculated using the main residence of the student, which should match the address details held on REMS.  
Information on what constitutes household income can be found in section 7.

### 4.4 Advanced Learner Loan (ADL) Bursary

- The student must be aged over 19 on 31 August 2025 to be eligible for help from the ADL Bursary fund in academic year 2025 to 2026
- Be enrolled on eligible course within college including, but not limited to: Level 4 and Access to HE courses.

- The student must live in a household where household income is under £22,000 NET.  
Household income is calculated using the main residence of the student, which should match the address details held on REMS.  
Information on what constitutes household income can be found in section 7.
- Students must have an Advanced Learner Loan in place before they can be considered for bursary support.

## 5. Applying for a bursary

There are separate processes for applying for bursaries for students who do not currently receive support or who are applying to VB, 19+ or ADL bursary funds, 'Applicants', and those who are currently in receipt of a 16-19 bursary and would like this support to continue, 'Progressing Students.'

Applications from all students are recorded on REMS. Students can view the status of their application at any point via <https://intake.scg.ac.uk>.

All paper evidence supplied to Student Services will be confidentially destroyed. Please provide copies rather than original documents where possible.

All applicants and progressing students will be notified whether their application has been approved or rejected via the student's college email and their Priority 1 contact as listed on REMS. Should an application be rejected, students may appeal the decision, as detailed in Section 8.

### 5.1 Applicants

- Students making a new bursary application should do so online, by making an appointment with a member of the Student Services team, or by completing a paper application form. Online applications are made through the same online portal where students applied for their college course <https://intake.scg.ac.uk>.
- Supporting documentation to evidence eligibility (see section 8) must be supplied in full to Student Services via email ([bursaryhelp@scg.ac.uk](mailto:bursaryhelp@scg.ac.uk)), vi the online application portal (<https://intake.scg.ac.uk>), or via hard copy handed in to Student Services on any campus.  
In order to guarantee receipt of support for a course that starts in September 2025 applications and full evidence must be submitted by the end of July 2025. Students can apply for a bursary at any point in the year.
- Proof of household income should be provided by applicants within **2 weeks** of application. Failure to provide the appropriate documents to this timescale will mean that the application cannot be processed at this time. A reapplication would, however, be welcomed.
- Student Services will be in contact regarding any missing or additional supporting information they may need via email within 2 weeks of receiving the initial application.

- Once all supporting information is received Student Services will assess the application within 4 weeks and communicate the outcome via email. Main communication regarding bursary will go to the student's college email address once they are enrolled.
- The provision of false or misleading information will result in the withdrawal of the bursary award and the college reserves the right to claim back funds already released.

## 5.2 Progressing students in receipt of 16-19 bursary

Students who are continuing to study on their Further Education programme at the college and already receive a 16-19 Discretionary bursary are required to sign a declaration to confirm that they continue to meet the eligibility criteria for the 16-19 Discretionary Bursary.

Students who declare that they continue to be eligible will not need to provide further evidence of household income unless requested by Student Services.

If a student's circumstances have changed, they will need to make a new application and follow the 'Applicants' process detailed in the previous section.

**Student Services reserve the right to request new supporting documentation at any time throughout the year to determine confirm continued eligibility for a bursary. Evidence must be provided by the applicant within 2 weeks of the request to ensure continued receipt of support.**

Applications from progressing students must be handed in to Student Services via email ([bursaryhelp@scg.ac.uk](mailto:bursaryhelp@scg.ac.uk)) or hard copy to any campus by the end of July 2025 to guarantee support will be in place for the start of the next academic year.

## 6. Typical available support through bursaries

*Please note that funding towards bursary supported items will be costed as per the individual bursary entitlement. Student Services cannot guarantee a refund on items that a student has purchased independently without proof of purchase or prior agreement with Student Services.*

*Bursary payments are not backdated to the date of application. Any costs incurred between application and assessment of the bursary will be expected to be covered by students.*

Bursary Type	Free College Meals	Travel to college	Essential items (kit, uniform, stationary)	Childcare
<b>16-19 Discretionary Bursary</b>	Yes	Yes	Yes	No***
<b>Vulnerable Bursary</b>	Yes	Yes	Yes	No***
<b>19+ Discretionary Bursary</b>	Yes	Yes	Yes	No***
<b>Advanced Learner Loan Bursary</b>	No	Yes	Yes	Yes

\*\*\* Students aged under 20 may be eligible for support with childcare from the Care2Learn fund. Visit Student Services for more information and to apply.

## 6.1 Travel

Students must live more than 2 miles away from their main campus of study to qualify for travel through the bursary.

Travel will usually be in the form of travel passes for public transport or the College Bus service. Only in exceptional circumstances will the funding of alternative methods of transport be considered.

In most instances, Student Services will purchase travel passes on behalf of the student and issue them from the Student Services desk at each campus. If a student has already purchased a pass and is subsequently approved for a bursary, Student Services may refund a portion of the pass to cover the remainder of the academic year.

Mileage will only be awarded when public transport is not available at a rate of 45p per mile.

Upon application, students will be asked how they are planning to travel to college. College Bus will be considered in the first instance for students if they live within 1 mile of a College Bus stop. Where possible, preferences on transport will be taken into consideration, but it is not guaranteed that students will be awarded their preferred mode of transport.

Students who are eligible for a bursary and attend work placements as an essential part of their course are eligible for support with transport to access the placements.

Students must submit a Special Consideration Form (Section 9) should they wish to request an alternative method of transport, stating their reasons for this change.

Student Services will advise students to apply for a Shropshire Council Travel Pass if they believe students meet the criteria set by Shropshire Council for subsidised travel to college. In this instance, students are required to apply directly to Shropshire Council. [Post-16 | Shropshire Council](#)

Please contact your local authority if you live outside of Shropshire for information regarding post 16 transport.

## 6.2 Free College Meals

All students approved for a 16-19, VB and 19+ bursary are awarded a daily amount of £3.60 towards meals for any days they are timetabled in college or on placement.

It is the student's responsibility to inform Student Services of any changes to their timetable, including when they are scheduled to be on placement, so that Student Services can amend any payments as necessary.

A free breakfast is available between 8am – 9:30am to all students.

The government provide separate eligibility criteria for Government-funded meals in post-16 education as detailed here: [Free meals in further education funded institutions guide: 2024 to 2025 academic year - GOV.UK](#)

It is possible that some students may meet these criteria and be awarded meal support in college, but will not be eligible for full bursary support as their household income is above the bursary threshold. In these instances, Student Services will advise applicants to apply for Special Consideration should they wish to be considered for full bursary support (Section 9)

## 6.3 Uniform and Kit

Certain courses have specific uniform and kit specified by departments that students need to access their study programme. Students can request items through Student Services or purchase items for reimbursement on the list of essential uniform and kit held by Student Services.

The list can be found online: [Course Kit Order Forms](#), or at Student Services on any campus.

If your course or the items that you require do not appear please contact Student Services to discuss before making any purchases.

Items purchased without prior agreement from Student Services cannot be guaranteed for a full refund. Refunds for any items purchased without agreement will be considered on a case-by-case basis and if awarded will be valued at the cost of items that could be sourced through college suppliers.

## 6.4 Materials

The bursary can fund essential materials needed to access any college course. All items must be purchased through Student Services on any campus and be agreed as essential to the course.

Items purchased without prior agreement from Student Services cannot be guaranteed for a full refund. Refunds for any items purchased without agreement will be considered on a case-by-case basis and if awarded will be valued at the cost of items that could be sourced through college suppliers.

Examples of essential materials which can be supported by the bursary:

- Stationary
- Art Supplies-must be used towards an essential piece of work towards your qualification
- Textbooks from the essential reading list
- Mandatory calculators (Standard and scientific)

### **6.5 Careers/Higher Education**

- 1 open day event at a university of your choice - transport costs will be funded
- 2 interviews at universities of your choice - transport costs will be covered if applicable.
- 1 UCAS application fee.

### **6.6 Trips**

Bursary funding can only be used to support the costs of field trips that are an essential part of achieving a student's study programme goals/qualification/s or supports the course objectives. This means learning activities and experiences must be clearly mapped to show the link between the activity and the student's study programme goals or course objectives.

Trip leaders will submit a request for bursary support to Student Services. Trips that are agreed to be essential as per government guidance will be funded by the bursary. Day trips will be covered in full, residential trips will receive a contribution of £100.

Non-essential trips will not be funded, but students are advised to speak to Student Services to find alternative sources of support to access these opportunities.

*Bursary funds cannot be used to support costs of overseas trips where the content can be found within the UK at a cheaper cost and/or to support the costs of field trips that are not explicitly linked to the completion of the study programme.*

## **7. Household Income and other supporting evidence**

Student Services require specific supporting documents in order to assess bursary applications fairly and consistently. All evidence is uploaded to a secure location and paper copies of documents are destroyed.

Most applications are means-tested based on household income. For the purposes of determining eligibility to bursary support, household income is defined as the NET total of fund received by adults in the household responsible for the student making the

application. Household income is calculated using the main residence of the student, which should match the address details held on REMS.

This NET total is inclusive of benefits received (such as UC, ESA, JSA, CA, Housing benefit), take-home pay from employment and self-employment, any rent paid on behalf of someone in the household and pensions. Child Benefit, DLA and PIP are not considered when calculating household income.

All income must be declared upon application and supporting documentation provided as evidence. A guide to help applicants provide evidence is available, and trained Student Services staff can assist via phone, email, or in-person at any campus. This support is available throughout the calendar year with the exception of weekends, Bank Holidays and 2 weeks over the Christmas period.

If applicants are in a household that is in receipt of Universal Credit, the 3 most recent statements should be provided for assessment. In most cases, no further documentation will be necessary as all income is incorporated into the UC statement.

If the household is not in receipt of UC, please refer to the list below for what other evidence should be provided for assessment:

- Payslips
- Child Tax & Working Tax Credits Statement
- Pension Statement
- Carer's Allowance Statement
- Employment Support Allowance Statement
- Self-Employment Tax Assessment
- Letter from Social Worker verifying Looked-After Status (VB only)
- Documentation of any other income (excludes DLA, PIP, Child Benefit & Savings)

**If you do not provide supporting documentation as evidence, your application will be put on hold until this evidence can be provided.**

**If you are unable to provide any evidence at this time, speak to Student Services about how to proceed with your application.**

**Where incomplete evidence is available (e.g. only one UC statement available due to migration from legacy benefits), applicants can apply for Special Consideration (see Section 11). Students can collect a Special Consideration form from student Services on any campus, or request a digital copy from [bursaryhelp@shrewsbury.ac.uk](mailto:bursaryhelp@shrewsbury.ac.uk)**

## 8. Appeals

If the applicant does not agree with the bursary decision, and wishes to appeal, they must do so in writing within 10 working days from the date of the outcome. This must be addressed to Student Services Finance Co-ordinator.

Appeals are accepted by post addressed to Shrewsbury College, London Road, SY2 6PR or by email ([bursaryhelp@shrewsbury.ac.uk](mailto:bursaryhelp@shrewsbury.ac.uk)). The applicant/student will be asked to state the reasons in detail for disagreeing with the decision.

The bursary application will be reassessed by an alternative member of the Student Services team and the new outcome will be communicated to the applicant via email. The new outcome following re-assessment is final.

If you are unhappy with how the process has been applied, please follow the complaints procedure as detailed on our website. Please note, the complaints procedure is not a route to overturn any decision made about your application.

## 9. Special consideration

There are certain circumstances where students may need to apply for Special Consideration. Examples are not limited to, but include, the following:

- Student is unable to provide complete evidence (e.g. during migration from legacy benefits to Universal Credit when less than 3 UC statements have been received)
- Student is eligible for Free Meals in Education but over the bursary income threshold and wishes to be considered for full bursary support
- Student would like to request a change to the mode of transport awarded through bursary
- Student lives less than 2 miles from their main campus of study and would like support with transport costs

Students must complete a Special Consideration form detailing their request and their circumstances and submit this to Student Services on any campus or via email ([bursaryhelp@shrewsbury.ac.uk](mailto:bursaryhelp@shrewsbury.ac.uk)) Students can collect a Special Consideration form from student Services on any campus, or request a digital copy from

Once submitted, requests for Special Consideration are reviewed by the Student Services Finance Co-ordinator and a decision will be communicated to the student via email within 10 working days.

Special Consideration applications are assessed on a case-by-case basis, taking into account medical needs, size of household, caring responsibilities, safeguarding concerns and any other personal circumstances that may dictate what bursary support is most appropriate for a student.

## 10. Conditions for continued receipt of Bursary

To receive continued access to support from a bursary, a student's attendance should normally be at a minimum of 85%. Extenuating circumstances that are affecting attendance will, however, be taken into consideration, such as medical conditions or safeguarding concerns.

Student Services work with curriculum and support teams to consider whether a student's bursary support should be affected by persistently poor attendance or behaviour, where a sanction has been put in place following the college Student Conduct Policy.

## 11. Promotion of Bursaries

Promotion of the funds will be carried out in a number of ways to ensure the maximum number of students who need financial support are identified.

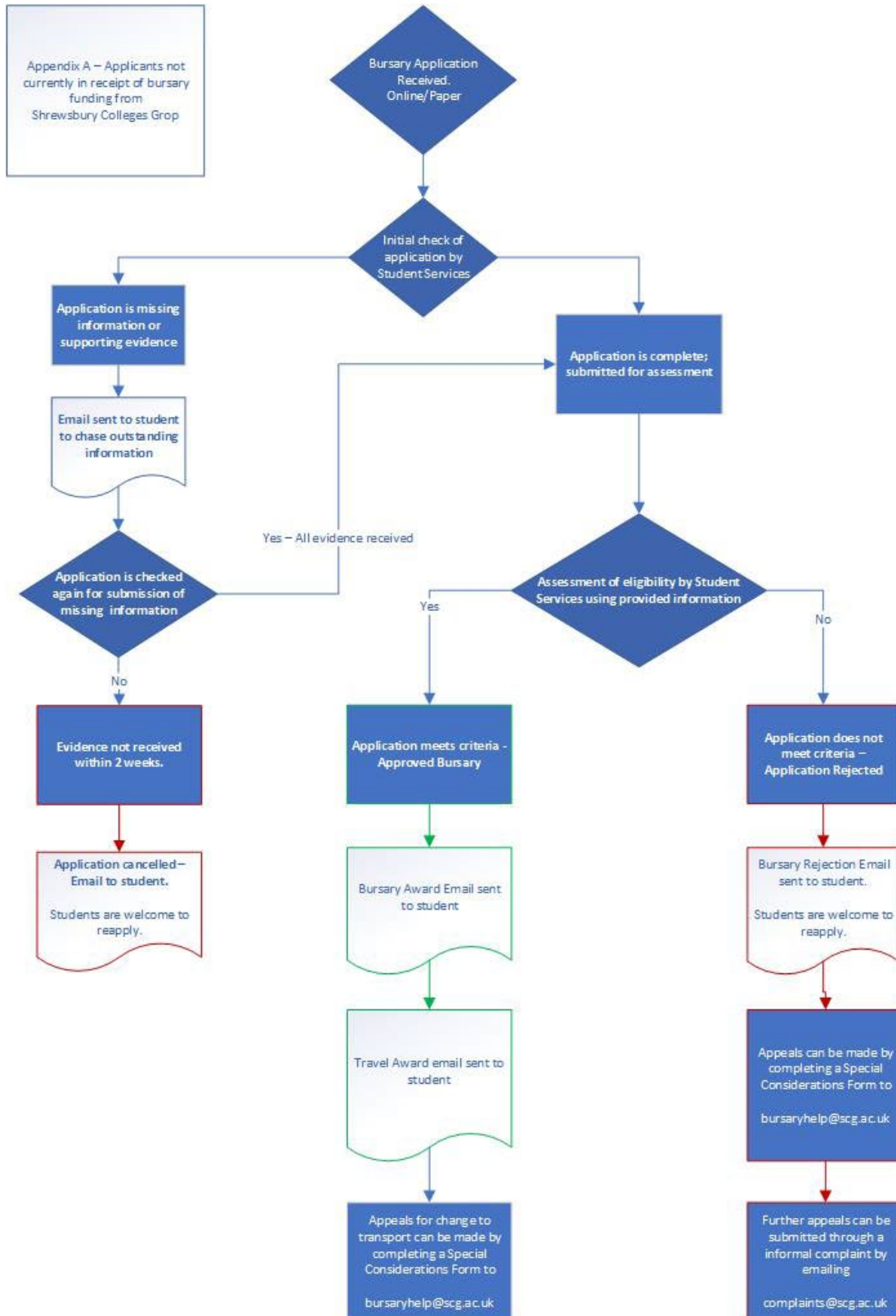
- Student Services are available at college events (Interviews, Enrolment, Induction events, Open evenings, Roadshows and Parent Consultations) for the promotion of the bursary.
- Bursary application forms will be made available to applicants who have received a conditional offer.
- The College will publicise the availability of the funds to students who start their courses later in the academic year.
- Staff will identify students who experience a change in circumstances during the year that has resulted in them experiencing financial hardship.
- Information on how to apply and support available through the bursary is available on the website for all prospective students.

## 12. Additional sources of financial support

- EMA: Students resident in Wales can apply to Student Finance Wales if they believe they are eligible for Educational Maintenance Allowance (EMA) or Welsh Government Learning Grant (WGLG).  
[Education Maintenance Allowance, funding for Further Education | Student Finance Wales](#)  
Students who apply for EMA are also eligible to apply to the bursary fund. However, the support awarded via the Shrewsbury College bursary fund will take into account EMA monies received.
- Care2Learn: students aged under 20 who are the primary caregiver for a dependant may be eligible for support with childcare costs under Care2Learn. Further guidance on the scheme can be found here: [Care to Learn academic year 2025 to 2026: conditions of grant funding - GOV.UK](#)  
Application forms for Care2Learn can be found in Student Services on any campus.
- Charitable Foundations: the college have developed links with several charitable foundations to provide support for travel, trips and materials when they are unable to support through bursary funding.  
Student Services will signpost to these sources of support throughout the year when they become available, and can assist with the completion of application forms for these funds.

- Students can collect applications for Care2 Learn and charitable support (when available) from student Services on any campus, or request a digital copy from [bursaryhelp@shrewsbury.ac.uk](mailto:bursaryhelp@shrewsbury.ac.uk)

## Appendix 1: Bursary flowchart for new applicants



## Appendix 2: Bursary flowchart for progressing 16-19 Bursary students

Appendix B – Progressing Students (students already in receipt of bursary funding from Shrewsbury Colleges Group)

