

LS17

Bursary Policy



**TEC
Partnership**

Changing lives every day

Change Control

Policy Name and Reference	Bursary Policy [LS17]
Version	1.0
Name of Responsible Committee	FE CQS
Job Title of Responsible Author	Executive Director of Learner Services
Date First Issued	Dec 25
Date Current Version Issued	Dec 25
Date of next Planned Review	Dec 26

Revision History

Version	Date	Type of Amendment	Amendment Details
1.0	Dec 25	New	New

1 Purpose

The TEC Partnership, consisting of Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres and Modal Training, recognises that the various bursary and support funds available have an important role to play in removing barriers for some learners accessing and completing further education courses. It is the aim of the TEC Partnership to use funds to make the maximum impact on learner support and therefore retention, achievement and success rates.

The funds will be distributed in a consistent and equitable way and in accordance with guidance issued by the Education and Skills Funding Agency and within limits of bursary funding available. Links to the relevant government funding rules are provided in the **References** section at the end of this document. Learner eligibility will normally be determined through assessment of the learner's social and economic disadvantage. Where possible and appropriate, awards will be calculated using a standard formula.

The bursary allocation is finite: learners who are eligible for support are not automatically entitled to it. If demand exceeds the available funds reduced awards may be given. When the fund is fully committed no further awards will be made.

2 Eligibility

2.1 General Eligibility Criteria: 16-19 Bursary

To be eligible to receive a 16-19 bursary the young person must

- be aged 16 or over but under 19 on 31st August 2025
- satisfy the residency criteria as specified by the Education and Skills Funding Agency
- Be participating in provision that is subject to inspection by a public body that assures quality e.g. Ofsted. That provision must also be:
 - Funded by the Education and Skills Funding Agency (either directly or via a local authority); or
 - Otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or on a list of qualifications approved for funding that's been delivered at the college www.qualifications.education.gov.uk
- Students aged 19 or over, only if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP). These 2 groups of aged 19+ students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation. Students aged 19 or over are not eligible for bursaries for vulnerable groups.

2.2 General Eligibility Criteria: Vulnerable Young People Bursary

To be eligible to receive a 16-19 Vulnerable Young Person's Bursary, the young person must be either:

- in care, including unaccompanied asylum-seeking children
- 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

Useful links:

DLA: www.gov.uk/dla-disability-living-allowance-benefit

ESA www.gov.uk/employment-support-allowance

IS: www.gov.uk/income-support

PIP: www.gov.uk/pip

UC: <https://www.gov.uk/universal-credit>

They must also be aged under 19 on 31st August 2025 and satisfy other eligibility criteria such as residency requirements.

Please note that to qualify as eligible for a vulnerable student payment the young person does not have to live independently of their parents; they can claim ESA or UC in their own right. Parents should note that they will not be able to claim Child Benefit for the learner if the young person's claim for ESA/UC and PIP succeeds. Household income assessments are still needed.

16-19 Bursaries and Vulnerable Young People's Bursaries will not usually* be paid to young people:

- on Higher Education (HE) courses;
- on Apprenticeships or other waged training;
- on distance learning courses;
- in prison or a young offenders institution or who have been released on temporary licence, for example, day release

2.3 General Eligibility Criteria: 19+ Discretionary Learner Support Fund

To be eligible to receive a bursary the learner must:

- Be aged over 19 on 31st August 2025
- Not be on a Level 3+ course, aged over 24 on 31st August 2025 and subject to Advanced Learning Loans funding requirements
- Not be on a second full Level 3+ course, aged over 19 on 31st August 2025 and subject to Advanced Learning Loans funding requirements
- Satisfy the residency criteria as specified by the Education and Skills Funding Agency
- Be participating in provision that is subject to inspection by a public body that assures quality e.g. Ofsted. That provision must also be:
- Funded by the Education and Skills Funding Agency (either directly or via a local authority); or

- Otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or on a list of qualifications approved for funding that's been delivered at the college www.qualifications.education.gov.uk

Bursaries will not usually be paid to people:

- on Higher Education (HE) courses;
- on Apprenticeships or other waged training;
- on distance learning courses;
- in prison or a young offenders institution or who have been released on temporary licence, for example, day release

2.4 General Eligibility Criteria: Advanced Learning Loans Bursary Fund

To be eligible to receive a bursary the learner must

- Be eligible for and claiming the full Advanced Learning Loan
- Be aged over 24 on 31st August 2025 on an eligible level 3 programme
- Be aged over 19 on 31st August 2025 on an eligible level 3 programme, having already achieved a first full level 3 previously
- on a course approved for Advanced Learning Loans at Level 3+ and subject to Advanced Learning Loans funding requirements
- Satisfy the residency criteria as specified by the Education and Skills Funding Agency
- Have been awarded the full Advanced Learning Loan for the tuition fee element of their course
- Be participating in provision that is subject to inspection by a public body that assures quality e.g. Ofsted. That provision must also be:
 - Funded by the Education and Skills Funding Agency (either directly or via a local authority); or
 - Otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000

Bursaries will not be paid to people:

- On Higher Education (HE) courses, with the exception of those participating in HE access courses or other courses which are eligible for Advanced Learning Loans
- In prison or a young offenders institution or who have been released on temporary licence, for example, day release

2.5 Free College College Meal Allowance

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- 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
- Students aged 19 or over at the start of their study programme may be eligible for the college meal allowance if they meet the conditions above and have an EHCP or are a 19+ continuer

2.6 General Eligibility Criteria: 20+ Childcare Grant

To be eligible to receive a bursary the learner must be aged 20 or over on 31st August 2025 and eligible for the 19+ or Advanced Learning Loan bursary.

2.7 Ongoing eligibility

Learners must meet the following conditions:-

- Adhere to acceptable standards
- Must be enrolled
- Must not have any disciplinary matters against them whilst at college

3 Discretionary Learner Support

The TEC Partnership uses discretion to make awards to learners in ways that best fit the needs and circumstances of learners. As funding is limited priority will be given to:

- Learners from households where the household income is under £45,000 per year
- The college may provide support to those with income over £45,000 per year, under extenuating circumstances. For more information about this you will need to speak to a Bursary Advisor, but factors such as rurality and access to services and temporary emergency situations or other barriers to participation will be considered.
- Learners on 19+ bursary and Advanced Learning Loans bursary where the household income is under £45,000 per year

3.1 Support for Alternate Forms of Disadvantage

Discretionary awards may be made on behalf of learners where they face alternative disadvantages to learning, not necessarily financial, such as additional hours and travel for extended/industrial placements, rural/social issues around access to services or lack of resources/kit to complete their study programme. Additional discretionary payments may be made directly to the learner or to a third party on their behalf, with alternate sources of disadvantage evidence which may include, for example, sources such as Indices of Multiple Deprivation data or information received from Tutors/Coaches or Support Workers. In these cases, a full bursary application may not be required and an emergency/supplementary payment form may be completed. In 2025-26 the TEC

partnership is taking part in a pilot project (Simplification Pilot) for 16-19 bursary where greater flexibility may be available, for these extenuating circumstances.

4 Value of Bursary Allocations

Learners who are assessed as meeting the criteria for the vulnerable young person's bursary will be awarded a bursary with a value of up to £1,200 (pro rata for part-time courses and awards for periods of less than 30 weeks).

Other learners will be awarded bursaries based on their claim and household income and their course-related costs. In most cases learners will be expected to make a contribution towards their course-related costs.

Learners eligible for 19+ and Advanced Learning Loan bursary support, who are on fully funded courses cannot receive help with essential kit and equipment or study trips through the bursary fund.

Learners eligible for the Advanced Learning Loan Bursary Fund, may also receive support with learning support provided through the bursary.

The bursary will be largely awarded through in-kind payments and cash alternatives may not be available. In the event of a quarantine or lockdown we reserve the right to adjust the bursary to reflect the situation within funding limitations.

5 Decision making

The criteria identified in this policy document are guidelines to the decision-making process. Every effort is made by the TEC Partnership to consider each application on its own merits. In extenuating circumstances the Tec Partnership reserves the right to make awards to individual learners who do not necessarily meet all of the listed criteria. Examples of extenuating circumstances include where learners have become victims of theft, violence, homelessness and need extra support to enable their ability to stay in education. In the event of a situation arising whereby all students must remain at home to undertake their studies, we reserve the right to distribute funds to avoid any student falling victim to digital poverty.

Applications for support are considered individually to ensure that those who are most in need receive help. Due to the nature of an individual's circumstances, consideration for assistance will be given according to need. Bursaries will be granted based on the information provided. Funds will only be granted where a genuine need for assistance has been demonstrated. Not all applications will be successful.

Wherever possible the college will purchase the necessary equipment, books or materials and supply these to the successful applicant.

Bursary funds cannot be used to compensate for a learner's failure to apply for other sources of support that may be available to them.

The funding available is limited and awards will not be guaranteed and are always subject to funding availability. Awards will be processed in date order until funds are depleted.

6 Support Fund Approval Process

1. Assessment - Learner Advisor
2. Approved - Learner Advisor (a different Advisor from the assessment stage)
3. Appeal - Appeals Panel, if an appeal is lodged

7 Types of assistance available

Type of support	Detail of award	Which fund?	Notes
College meals allowance	Up to £6/day for timetabled hours for up to 3 days/week as standard. Up to £3.50/day for packed lunch allowance for off-site timetabled learning e.g. placement days.	<ul style="list-style-type: none"> • Vulnerable Young Person bursary • 16-18 Bursary Fund • 19+ Discretionary Support Fund • Advanced Learning Loans Bursary Fund • Free College Meals 	Those who are eligible for a bursary will have part of their award paid as a meal allowance. Meal awards are available to learners attending college for spans of more than 6 timetabled hours/day. Meal awards will be in the form of ID card payments or vouchers where possible. Funding support can't be guaranteed for extra catch-up sessions in holiday periods. Where temporary catering may be required during supplier changes, the award amount may be increased.
Travel	Usually one of the following: A pass on a GI bus. Lincolnshire County Council Travel Passes Public Transport Fuel in exceptional circumstances (e.g. where 20+ Childcare has been awarded)	<ul style="list-style-type: none"> • Vulnerable Young Person bursary • 16-18 Bursary Fund • Advanced Learning Loans Bursary Fund • Learners on the above bursaries whose postcode is in deciles 1-5 on IMD 2019 and POLAR 4 quintiles 1-2 • 19+ Discretionary Support Fund 	Learners who are eligible for a VYP bursary will be able to request, through the application form, part of the award to be paid as a travel allowance if they cannot travel by TEC Partnership provided transport. Learners can apply for help with their travel costs if they live over 2 miles away and it is not possible to use the TEC Partnership's own transport. However, consideration will be given to eligibility for support from their local authority, receipt of transitional payments and the total cost of travel. The Bursary Fund cannot be used to replace a local authority's statutory duty to provide travel support. If a learner receives funding from their local authority, they will not be eligible for further support from a bursary. Only in exceptional circumstances will the TEC Partnership consider contributing to fuel costs, such as where a learner is unable to use public transport or the buses provided, and where the learner's vehicle is used to get to college. This would be at a maximum rate of 45p per mile and within an agreed mileage limit, up to £30/week. Where TEC Partnership buses are available, the travel award will cover and provide the required place on the bus. Funding support would be considered but can't be guaranteed for extra catch-up sessions in holiday periods.
Trips/visits	Agreed in consultation with Programme Leader	<ul style="list-style-type: none"> • Vulnerable Young Person bursary • 16-18 Bursary Fund 	Payment will normally be paid by internal transfer to the department on behalf of the learner, not directly to the learner. The trip coordinator or the course tutor will be required to confirm in writing or via email that the trip or visit forms an essential part of the course. No more than £300 will be awarded per learner for trips, visits, kit, uniform, equipment and study

			costs per learner, usually 50% on trips and 50% on kit and equipment.
Uniform / kit	Agreed in consultation with Programme Leader, (combined trip, visit and kit allocation up to £300)	<ul style="list-style-type: none"> • Vulnerable Young Person bursary • 16-18 Bursary Fund 	Copies of receipts will be required where learners are to be refunded for the cost of essential items already purchased. No more than £150 will be awarded per learner for trips, visits, kit, equipment and study costs per learner, usually 50% on trips and 50% on kit and equipment.
Childcare	Up to £160 per child per week	<ul style="list-style-type: none"> • 19+ Discretionary Support Fund • Advanced Learning Loans Bursary Fund 	Only learners aged over 20 are eligible to apply for the 20+ Childcare Grant. Free nursery hours should be used prior to drawing the childcare grant. Only timetabled sessions and travel time can be paid for through the childcare grant. Approved payments are made direct to the training provider. Learners aged under 20 at the start of their course can access childcare support through Care to Learn on the www.gov.uk website. NB. Discretionary 16-19 bursary funding can be used to top up Care to Learn, where childcare costs exceed the weekly cap imposed by Care to Learn, for the hours of their study programme (free nursery hours should be used first).
Learning Support	Learning support including overlays, assessments and readers/personal Learning Support Tutors	<ul style="list-style-type: none"> • Advanced Learning Loans Bursary Fund 	Subject to funding availability. Payment for learning support will usually be paid by internal transfer to the department on behalf of the learner, not directly to the learner.
Hardship	Discretionary study related support	<ul style="list-style-type: none"> • 16-18 Bursary Fund • 19+ Discretionary Support Fund • Advanced Learning Loans Bursary Fund 	Provided in exceptional circumstances. Cannot replace benefits and other sources of living cost and welfare supports.
Travel for Industry placement	As per travel allowances above	<ul style="list-style-type: none"> • Learners on T-Levels who have exceptional travel costs to complete industry placement where transport would be a barrier to participation. 	Travel costs calculated as above for enabling access to placements.

Extenuating circumstances may be applied to support packages in exceptional circumstances and awards may be slightly different to the above based on individually assessed needs.

ALL PAYMENTS WILL BE SUBJECT TO RETROSPECTIVE ATTENDANCE CHECKS AND IF LEARNERS HAVE NON-MARKED ATTENDANCE ANY BACS PAYMENTS WILL BE REDUCED ACCORDINGLY. THE LEARNERS WILL THEN HAVE TO INCUR THEIR OWN EXPENDITURE FOR ANY ELEMENTS OF THEIR AWARD PAID BY BACS. IN THE EVENT OF A QUARANTINE OR LOCKDOWN WE RESERVE THE RIGHT TO ADJUST THE BURSARY TO REFLECT THE SITUATION WITHIN FUNDING LIMITATIONS.

8 Required evidence

To be considered for a bursary, learners will need to provide appropriate evidence of their eligibility. Bursary recipients must have completed a bursary application and signed off the agreement within their application. In the case of emergency situations, an emergency/supplementary payment form may be used.

Students must also satisfy the residency criteria set out in ESFA Funding regulation guidance for the 2025 to 2025 academic year.

Bursary Type	Target Groups	Evidence Required (dated in last 3 months)
Vulnerable Young Person Bursary	In care (LAC) or care leaver (CL)	Written confirmation of the learner's current or previous looked-after status from the relevant local authority – this is the local authority that looks after the learner or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority. Learners must also be able to evidence financial need/hardship.
	Learners who are 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	Copy of the learners Universal Credit (UC) or Income Support (IS) award notice. This must clearly state that the claim is in the learner's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevents them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in their name, a child benefit receipt, children's birth certificates or utility bills.
	Learners who are 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	A copy of the learner's UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.
16-18 Bursary Fund	Household income <£49,000	Tax/Universal credit award notice for 2025-26

		Evidence of all household members and combined household income.
--	--	--

19+ Discretionary Support Fund & Advanced Learning Loans Bursary	Household income <£45,000	<p>Tax/universal credit award notice for 2025-26</p> <p>Evidence of all household members and combined household income up to age 24.</p> <p>Evidence of personal and partner/spouses combined household income for learners aged over 24.</p>
Free College Meals	Young people who are in receipt of, or living with parents who are in receipt of, one or more of certain income-based benefits.	<ul style="list-style-type: none"> • Evidence of: • 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 (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)
All bursaries	All learners	<ul style="list-style-type: none"> • Bank account in their own name, evidenced though bank card or bank statement. No third party bank accounts can be accepted.
16-18 Bursary, 19+ Discretionary Bursary & Advanced Learning Loans Bursary	Any learners in emergency situations, requiring immediate support.	<ul style="list-style-type: none"> • Supporting information from curriculum, pastoral or safeguarding teams or external support agencies. • Statements/emails from third party professionals or IMD/POLAR data.

		<ul style="list-style-type: none">• A supplementary/emergency payment form may be completed on a learner's behalf in urgent situations.
--	--	---

9 Notification

Applicants will normally be informed of the outcomes of their applications within 30 days once enrolled. Claims will be assessed from the date of receipt of the application *and* required evidence. Applicants are given one month to supply missing evidence or bank details, and will be given temporary support whilst obtaining evidence if necessary.

10 Change in circumstances

- If a learner leaves college, they will not be eligible for further payments, cash, meal and advance travel payments will not be recovered but some equipment may need to be returned to the college.
- Learners will be required to disclose any change of circumstances during the year, which may affect their eligibility for assistance.

11 Appeals

11.1 Appeals procedure

Learners have the right to appeal if they believe that their application has been assessed incorrectly or if they are unhappy with the award made to them. In the first instance, they should contact Learner Services who will investigate the appeal. This investigation may include obtaining information about attendance and behaviour on the College course. Learners will be advised of the outcome and any action to be taken.

If the learner is unhappy about the decision made following the initial investigation, they may appeal within 10 working days of being informed of the decision. Appeals should be made in writing to the Learner Advisor team. The learner will be sent an acknowledgement of receipt of the letter of appeal.

The Learner Advisors will convene a meeting of the Appeals Panel as shown below. We will aim to do this within 14 working days of receipt of the appeal. The Appeals Panel will consider the appeal and rule on the appropriateness of the decision, confirming or amending it as appropriate. The learner will be advised of the decision and any action taken. The decision of the Appeals Panel will be final.

11.2 Appeals Panel

Membership: two members from the following list:

- A Learner Advisor
- A further representative of the Learner Services team

11.3 Terms of reference:

1. To hear any appeals and to rule on the appropriateness of the original award decision, confirming or amending it as appropriate.
2. To communicate the outcome of the appeal to the appellant.

12 Fraudulent Claims

The TEC Partnership takes fraud seriously and will take action if it is found that a claim for assistance has been made fraudulently.

References

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2025-to-2025-academic-year>

<https://www.gov.uk/government/publications/free-meals-in-further-education-funded-institutions-guide-2025-to-2025-academic-year>

<https://www.gov.uk/government/publications/adult-skills-fund-funding-rules-for-2025-to-2025/adult-skills-fund-funding-rules-2025-to-2025>

<https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2025-to-2025/advanced-learner-loans-funding-rules-2025-to-2025>

Ref: https://gig.sharepoint.com/w:/r/sites/Learner%20Services/_layouts/15/Doc.aspx?sourcedoc=%7B33392D52E-8428-4990-B5F5-B939D0394862%7D&file=251215_Bursary_Policy.docx&action=default&mobileredirect=true

LS17

Bursary Policy



www.tecpartnership.com

