

Policy Control Sheet

Policy Title: Student Finance

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Student Inclusion and Support

Date: June 2026

Approved by:

Date Approved:

Next Review Date: May 2027

The purpose of this policy is to explain what funding might be available to help students with the essential costs associated with coming to college. It will explain the eligibility requirements for accessing that funding and the application and award process.

Who does this policy apply to?

This policy applies to any student studying on one of our Further Education courses who meets the eligibility requirements.

Why do we need this Policy / Background information?

Bournemouth and Poole College (The College) recognises that financial support for students has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of The College to use these funds to make the maximum impact on attendance, retention and achievement.

The funds will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Department for Education (DfE).

Student Finance is intended to help with the financial hardship needs of individual young people studying a programme at The College. Awards from Student Finance will be used towards essential course related costs such as educational visits, materials, equipment and travel.

Considerations

Statement of Principles

- the bursary should be applied fairly and consistently
- the process must be easily understood and accessible to students
- the process should identify eligible students in timely fashion
- there is a commitment to ensuring bursary funds allocated to The College are fully distributed in order to support as many students as possible, however, budgets are provided by the Department for Education and therefore, The College can only award bursaries if there are sufficient funds.

General Eligibility

To be eligible to apply for the Student Bursary, students must be:

- enrolled on a course within The College
- on a course that will be funded by the Department for Education
- aged 16 years or over on 31 August 2026
- living in a household where the income is below £25,750 per annum.
- maintaining satisfactory attendance and progress.

Accompanied asylum seeking children (under 18 with an adult relative or partner)

An accompanied asylum-seeking child (under 18 with an adult relative or partner) may apply for a bursary on the condition that their application for asylum has not been refused. The College may provide support.

Unaccompanied asylum-seeking children

Unaccompanied asylum-seeking children are treated as looked after children and are eligible for a bursary for vulnerable groups, where they have financial need.

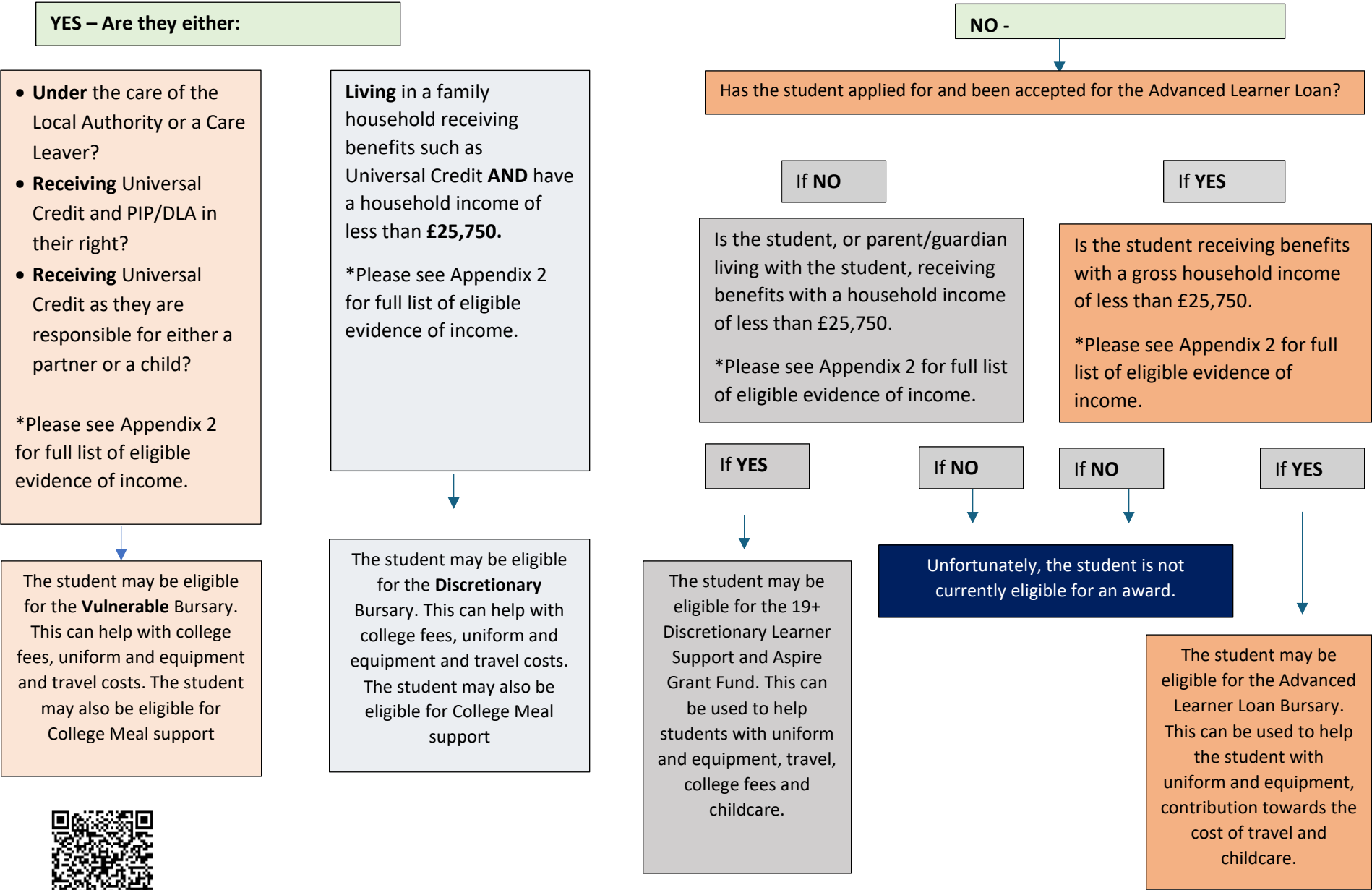
Apprentices

Please note that students following an apprenticeship, or any waged training are not eligible to apply, but can apply for the Apprenticeship Travel Bursary.

Students from households in receipt of Universal Credit, who are eligible for Free College Meals, will need to complete a separate application form and provide evidence of the award of qualifying benefits.

Student Finance Eligibility

Is the student aged 16-18 years old at 31/08/26? The student may be 19-24 if they hold an EHCP



Policy for Student Finance

Available Bursaries

Vulnerable Bursary

Vulnerable Bursaries are available up to the value of £1200 a year, based on the actual costs for the student to access their studies at The College (at the start of the academic year), who are:

- A Child in Care
- A Care Leaver
- Receiving Income Support, or Universal Credit because they are 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

Vulnerable Bursaries are available to help students overcome the individual financial barriers to participation that they face and institutions must ensure the funds go to those who genuinely need them. Students will not automatically be awarded a set amount of funding without an assessment of the level of need they have and therefore applicants will need to provide evidence to support their claim for:

- Public Transport – students must live a minimum of 2 miles from their main college campus in order to qualify for a bus pass.
- Meals – students will receive a daily meal allowance each day they are at college
- Equipment, Uniform, Materials & Books
- Essential Educational Visits

to a maximum value of £1200. Students must indicate which element is the most significant barrier to their participation.

No actual payments will be made to students. Credit for meals at The College will be granted as required. Travel passes will be issued as required.

If The College provides books, equipment or a laptop as part of the bursary award, these must be essential for students to complete their study programme. All items must be returned to Student Finance on the last day of attendance.

16 – 18 Discretionary Bursary (Awarded to students with a household income of less than £25,750)

Can be awarded to any student aged 16-18, at the start of the academic year, who face genuine financial barriers to staying on in education and training, and may help with costs such as transport, meals at The College and other course related costs.

Students aged 19 to 25 with an Education and Health Care Plan who require assistance with fees and travel must meet the criteria for the bursary.

Students who started a two-year course, whilst they were still 18 and are continuing into their second year, can apply.

16-18 Discretionary awards will only be made subject to a fully completed application with supporting evidence and will only be made to support genuine financial barriers to continuing studies and will be subject to financial limits. Students will not automatically be awarded a set amount of funding without an assessment of the level of need they have and therefore applicants will need to provide evidence to support their claim for:

- Public Transport – students must live a minimum of 2 miles from their main college campus in order to qualify for a bus pass.
- Meals – students will receive a daily meal allowance each day they are at college
- Equipment, Uniform, Materials & Books
- Essential Educational Visits

Students must indicate which element is the most significant barrier to participation. The bursary will help cover that cost.

No actual payments will be made to students. Credit for meals at college will be granted as required. Travel passes will be issued as required.

If the College provides books, equipment or a laptop as part of the bursary award, these must be essential for students to complete their study programme. All items must be returned to Student Finance on the last day of attendance.

As the College has a new intake of students in January, a portion of the Discretionary Bursary budget will be ring fenced to ensure these students are fairly supported.

Students whose household income is in excess of £25,750 can still apply and may be rejected but can appeal against the decision if they can demonstrate that they require financial support due to exceptional circumstances.

Students under the age of 20 who require Childcare, should apply through the College for Care2Learn. To find out more visit [Care 2 Learn](#). Application form and Guidance Notes can be found on the Student Finance page of the College website.

19+ Discretionary Learner Support Fund (Awarded to students with a household income of less than £25,750)

Provides support for students aged 19 or over at the start of the academic year, who are studying either an Entry, Level 1 or Level 2 qualification. Awards will be made subject to a successful application and only to students who face genuine financial barriers to completing their course, and priority will be given to those students who are unable to afford their tuition fees or examination fees.

Student who are studying a Level 3 qualification and have received a waiver of tuition fees, should apply for this bursary to help with the additional costs that go with their course.

The Aspire Grant can help with a percentage of the tuition fee if the student is liable for their fees, the remainder would be the responsibility of the student. Payment plans may be available by contacting The Fees Team for further information. Students should read our Fee Payment Policy and College Regulations Policy, which are available on the College website.

Students who were previously in the care of a Local Authority, who are now classed as a Care Leaver can apply for support.

Students whose household income is in excess of £25,750 can still apply and may be rejected but can appeal against the decision if they can demonstrate that they require financial support due to exceptional circumstances.

The fund can also be used to support childcare costs if an Ofsted registered provider is used.

Advanced Learner Loan Bursary (Awarded to students with a household income of less than £25,750 who have successfully funded their course through the Advanced Learner Loan).

The Advanced Learner Loan Bursary will only be available to students who are funded by the Advanced Learner Loan for their course and the approved letter from the Student Loan Company is uploaded with income evidence to the online application.

Students whose household income is in excess of £25,750 can still apply and may be rejected, but may appeal against the decision if they can demonstrate that they require financial support due to exceptional circumstances.

The fund can also be used to support childcare costs if an Ofsted registered provider is used.

Childcare Support

Available to students who are aged 20 and over, who have been awarded either the 19+ Discretionary Learner Support fund or Advanced Learner Loan Bursary. Students can only claim for the hours that they attend, plus travel time. If entitled to use the Free Early Education and Childcare funding, this must be used to fund the days students are required to attend college, and therefore students must only claim for childcare fees in addition to the free placement. The support does not cover meals.

If funding for the course is provided through the Advanced Learner Loan, we will not be able to consider the claim, until the loan application has been approved – evidence must be uploaded with the application.

If the application is successful then the funds will be paid directly to the Ofsted Registered setting in arrears on the last day of each month.

Attendance will be reviewed throughout the academic year, and may have an effect on childcare payments.

Types of Support available

Meals

All 16–18-year-olds, who have an approved bursary application and those aged 19-24 with an Education and Health Care Plan, may be able to access a free daily meal when in college.

Uniform, Kit, Equipment and Books

Students who are eligible may receive financial support for equipment fees such as kit and uniform.

Each curriculum area will organise the ordering of Personal Protective Equipment (PPE), uniforms or practical kits. These must be returned at the end of the course, or when a student withdraws.

Educational Visits and Trips

If students are required to attend essential educational visits or trips, then the cost may be covered by the relevant bursary.

Course Fees and Exam Costs

For students aged 19+ that are on a Department for Education funded programme, who meet the criteria for the relevant bursary, may have the cost of the additional course costs and exam fees covered.

Travel

Students, studying a full-time course, who are successful with their application for financial assistance may be awarded support for travel on public transport, based on individual needs.

Students studying a part-time adult course are not eligible to apply for financial assistance.

Please note that train travel will only be considered for students who live outside of the local area, as served by the More Bus i.e. Swanage, Weymouth, Brockenhurst and Lymington etc. Half-termly rail cards, will be purchased if they meet the criteria.

Procedures

Students should complete the relevant online application form, which can be found via the link on the Student Finance page of The College website.

The application form must be completed in full, signed and dated, uploading all the required evidence.

Applications submitted without the required evidence, will not be processed and will therefore cause delay in approving any support funds. Student Finance will email the student (using the email address provided to The College at Enrolment) informing the student of the reason for the delay.

Once an application has been submitted, it will be assessed by the Student Finance team and a decision made on whether an award can be made. Applications can take up to 10 working days to process and due to high volume of applications at the beginning of term, this may be slightly longer.

Please bear in mind that not all students applying for financial support will be awarded a bursary.

Students are made aware, on their award letter, that it is their responsibility to notify the Department of Work and Pensions (DWP), of the content of the bursary, as this may affect their state benefits.

Appeals Process

Appealing a decision when the application for support has been declined.

Students can submit an appeal if their application has been declined by emailing studentfinance@bpc.ac.uk outlining the reason for the appeal along with any other supporting evidence, indicating which elements of the bursary are the most important.

As there are limited funds and high volumes of applications for Bursary support, The College may not be in a position to award the full bursary. Appeals are assessed on an individual basis, and therefore not all successful appeals will include all items included in a full bursary.

Appeals will be reviewed and the applicant will be notified of the decision in writing by email within 10 working days of the appeal submission.

What if an applicant is unhappy with the service they receive?

If an applicant is unhappy with any aspect of the service they have received from the Student Finance Team, they should email Sarah-Jayne Lee (lees@bpc.ac.uk).

If this does not resolve their concerns, they will need to refer to the [College's Complaints Policy](#) a copy of which can be accessed via the link or from Reception areas.

Awareness

The Policy and Schedule will be published on Teamhub alongside other policies and College Leadership Team is responsible for ensuring the awareness of staff.

Links to College values and other College Policies

Data Protection Policy, Data Privacy Notice available on the College website at the following location:
[Data Protection Policy](#)

Who needs to understand this Policy?

The following training and awareness will be put in place:

Who?	How?
Students	The Student Finance Policy will be available on the College website. Reference is made to the policy throughout the application and enrolment process; at College Open Events; during interview; in offer letters; invitation to enrol email; during online enrolment process.
College Managers	Include in Principal's Update to all staff and email from HOIAS to CLT.
All teaching staff	Briefing by Directors of Learning; Teamhub post; visits by Student Finance staff to team meetings, if requested.
Professional staff who support students	Briefing by Line Managers; copies of the policy to be distributed.

Policy approved by: Senior Leadership Team

Date: July 2025

This Policy is due for review in June 2026.

This policy has been examined for equality impact ie the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)

1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below

2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?

Age: There are a number of courses that are only funded for certain age groups

3. In what ways could this function have a positive impact of any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality? All courses are available to all groups, which provides the opportunity to achieving diversity within the group, enabling celebration of differences and discourages discrimination

4. What evidence supports your judgements? eg Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored? Student Voice surveys/guidance on financial support for students. The policy is based on Department for Education Funding Regulations and guidance.

Appendix 2

ELIGIBILITY AND EVIDENCE REQUIRED

FOR STUDENTS WHO ARE 16-18

1. Discretionary Bursary

To be eligible:

- The student is still living at home, and the parents are receiving one of the following benefits with an income of less than £25,750
 - Child Tax Credit (ONLY if it states income)
 - Employment and Support Allowance
 - Income Support
 - Job Seekers Allowance
 - Pension Credit (Guaranteed element only)
 - Support under part VI of the Immigration and Asylum Act 1999
 - Self-employed Tax Return (for latest year)
 - Universal Credit (assessment is based on the monthly payment AND take-home pay as declared on the statement)
 - Working Tax Credit run-on only, paid for 4 weeks after families stop qualifying for Working Tax Credit
- The student is a Young Carer. Further information can be found in the College's [Safeguarding and Child Protection Policy](#)
- The student is experiencing significant adversity such that financial support is required in order to support their learning, assessed via a supporting letter from the Student Support team, once they have already applied through the portal, providing the relevant evidence.

Evidence required:

ALL pages of ONE of the above benefit letters dated within 6 months. Please note, if the household is in receipt of Universal Credit, then we need all pages of the most recent 3 monthly statements.

2. Vulnerable Bursary

To be eligible:

- *Student is either in the care of the Local Authority or is a Care Leaver between the age of 16-18 at the start of the course
- Student is receiving in their own right PIP/DLA and Income Support/Universal Credit (not parent)
- Student is receiving in their own right Universal Credit with evidence of financial responsibility that indicates this need eg Tenancy Agreement in the student's name, Child Benefit confirmation, birth certificate for a child

Evidence required:

* Section 20 or Section 31 letter from the Local Authority, confirming that the student meets criteria for the Vulnerable bursary.

FOR ADULT STUDENTS

3. 19+ Discretionary Learner Support Fund (dLSF) and Aspire Grant

To be eligible:

Students need to be studying a Level 2 or lower qualification, but have not already previously attained a Level 3 qualification. If you are unsure, please see link [Qualifications](#).

Household Income must be below £25,750 and able to provide one of the following dated within 6 months:

- Child Tax Credit (ONLY if it states income)
- Employment Support Allowance
- Income Support
- Pension Credit (Guaranteed element only)
- P60 for all members of the household dated 05.04.25
- Support under part VI of the Immigration and Asylum Act 1999
- Self-employed Tax Return
- Universal Credit (assessment is based on the monthly payment AND take-home pay as declared on the statement)
- Working Tax Credit run-on only, paid for 4 weeks after families stop qualifying for Working Tax Credit

Evidence required:

ALL pages of ONE of the above benefit letters dated within 6 months. Please note, if the household is in receipt of Universal Credit, then we need all pages of the most recent 3 months statements.

4. Advanced Learner Loan Bursary

To be eligible:

Student should have applied and been accepted for the Advanced Learner Loan and received the confirmation letter. **Household** Income must be below £25,750 and be able to provide all pages of ONE of the documents listed above, dated within 6 months. You will be required to upload all pages of the Advanced Learner Loan confirmation letter together with relevant income evidence, as listed.