



<b>Reviewed by SLT:</b>	<b>10 July 2025</b>
<b>Approved by Resources:</b>	<b>November 2025 (subject to governor approval)</b>
<b>Annual review due by SMT:</b>	<b>June 2026</b>

## STUDENT BURSARY POLICY 2025-26

### 1 Purpose of the Bursary Fund

Bursary Funds are provided by the Department for Education (DfE) in order that learning providers can provide financial support to students whose access to, or completion of, education might be inhibited by financial considerations.

Bursary Funds are made from separate allocations (determined by different funding streams) to support students with the essential costs of participating in their study programme, e.g. essential course costs and travel to college.

### 2 Types of Bursary

For current eligibility criteria please see <https://www.brock.ac.uk/bursaries>.

Students can apply for Bursary Funds if they are enrolled on a government funded course and meet the eligibility criteria. The DfE/ESFA publish national guidance setting out the criteria for all the types of funding available.

#### **16-19 Discretionary Bursary (DB)**

Discretionary bursary awards assist students with the cost of travel to college, and the purchase/provision of essential books, equipment and/or specialist clothing required to participate in the course.

#### **16-18 Vulnerable Bursaries (VB)**

The DfE defines eligibility for the Vulnerable Bursary. Current (at time of print) eligibility criteria can be found [here](#).

Students within the DfE defined groups are unlikely to receive financial support from parents or carers, so may need a greater level of support to enable them to continue to participate. Vulnerable students will be awarded the amount of support they need to participate based on an assessment of actual costs incurred and evidenced need.

#### **Adult Bursaries**

The [19+ Learner Support Fund](#) and the [Adult Learner Loan Bursary Fund](#) can provide financial support for students facing financial hardship. Funds may be available to support with participation in learning e.g. travel costs, materials and equipment (not covered by course fees), etc.

## **Childcare Funds (learners aged 20+)**

Childcare support for students over the age of 20 can be provided. Parents aged 16-19 can apply for childcare via the Care to Learn scheme.

### **3 Application and process**

Bursary applications are means tested and all applications are completed online via the bursary portal on the College website. Further support or guidance can be requested by emailing [bursary@brock.ac.uk](mailto:bursary@brock.ac.uk) or by calling 01590 625555.

Each bursary application is treated on an individual basis. Assessment will be made using the evidence supplied by the student and supported by relevant documentation.

Any changes to students' circumstances must be declared to the College and a re-assessment may be carried out.

All Bursaries are cash limited and eligibility does not guarantee award. Award decisions are made according to individual need, and assessments will be prioritised in line with date they are completed. Bursary payments may be backdated if the relevant, historic evidence is supplied by the student.

A separate application is not required for Free College Meals; eligibility will be determined based on evidence provided with the bursary application / we will contact applicants with further guidance if necessary.

All Bursaries are cash limited and continued support cannot be guaranteed. Eligibility is assessed for one academic year (e.g. September 2025 to July 2026) only.

All applications will be processed with a notification email sent within 28 working days of receipt of a fully completed application with all relevant evidence provided.

The notification will either confirm that a bursary has been awarded, that the eligibility criteria have not been met, or will inform of further action required by the student to enable the college to complete assessment (e.g. providing additional evidence).

Due to Data Protection, students will need to give consent to the Student Bursary Team to discuss matters relating to their award with a third party.

### **4 Attendance requirements**

Students awarded a Bursary will be expected to have a good commitment to their course with high attendance. Attendance is monitored by the College who reserve the right to cease payments.

### **5 Appeals/Complaints Process**

If a student or nominated third party wishes to appeal against a bursary award decision (e.g. the College's assessment that eligibility criteria have not been met), or complain about any aspect of Student Bursaries, this must be put in writing to the Assistant Principal (Students).

Appeals will be reviewed in line with the Bursary Appeal Process (see Appendix 1).

## Appendix 1

### Bursary Appeal Process

When a Bursary application is declined, the applicant can appeal the decision.

The Bursary Decline letter will provide information to the applicant on how they can appeal the decision.

If the applicant decides to appeal, they will be asked to provide evidence to highlight extenuating circumstances and the impact this has had on household income. The Panel will use this information when deciding whether to overturn the original Bursary decision.

The Bursary Appeal Panel will take the following into account when deciding whether discretion can be used to aware where income is over the threshold (NB. this list is not exhaustive, a detrimental impact on household income must be evidenced):

- Family bereavement
- Parental separation
- Illness
- Loss of employment
- Other children (under 18) in the family
- Accident/injury

Depending on the household income, the following process will be followed.

Household Income	Action
Up to £35,000 (net)	Student Finance and Welfare Officer to award, providing all evidence is compliant
£35,000 - £38,500 (net)	Assistant Principal can approve, providing all evidence is compliant, without being passed to Panel
Over £38,500 (net)	Appeal will go to Panel where extenuating circumstances will be examined

If the original Bursary decision is overturned, the reasons will be provided to the Student Bursary Assessor, this will be recorded on the Pay My Student system and the Panel-approved Bursary will be awarded.

If the original Bursary award decision is upheld, clear communication will be sent to the applicant by a member of the Panel, detailing the decision not to approve financial support.