



STUDENT BURSARY POLICY 2026-27

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 to support students with the essential costs of participating in their study programme, such as travel to college and/or Free College Meals (FCM).

The vision for Brockenhurst College is firmly rooted in our commitment to ensuring an exceptional education for all students, fostering a culture of high quality, collaboration and community within a supportive and inclusive college environment - one of our key College Values. By removing any barriers to learning, we aim to provide a transformative education that not only motivates and inspires students, but, importantly, empowers them to fulfil their future ambitions.

2 Types of Bursary

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.

For current the College's eligibility criteria, please see <https://www.brock.ac.uk/bursaries>.

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.

Vulnerable Bursaries (VB)

The DfE defines eligibility for the Vulnerable Bursary. The eligibility criteria can be found [here](#).

Those eligible will be awarded the amount of support they need to participate based on an assessment of actual costs incurred and evidenced need.

Free College Meals (FCM)

FCM are awarded to students from a household in receipt of Universal Credit (UC), Income-related Employment and Support Allowance (ESA), the guarantee element of Pension Credit or support under part VI of the Immigration and Asylum Act 1999.

Students without an Education, Health and Care Plan must be aged 16-18 at the start of their current programme of study.

Students may qualify for FCM, but live in a household with a net annual income exceeding the bursary eligibility threshold.

Adult Bursaries

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

Childcare funds

This scheme can help with childcare costs whilst studying. Eligible individuals must be aged under 20 at the start of the course. Further information can be found at [Care to Learn: Overview - GOV.UK](#).

3 Bursary application and process

Bursary applications must be completed online by the student through the Bursary Portal (as provided by Pay My Student) on the College website (see link below). For students under 19, a parent/carer signature is also required.

[Support and bursaries for Sixth Form students at Brockenhurst College](#)

This is where applications and evidence is submitted. It should be noted that all bursary applications are means tested.

For further support or guidance, please contact the College by:

Email: financialsupport@brock.ac.uk

Telephone: 01590 625555

Where the household is in receipt of Universal Credit (UC), 3 full UC statements are required and should be downloaded from the individual's government portal and then uploaded to the Bursary Portal as evidence of household income.

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 reassessment 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.

Eligibility is assessed for one academic year (e.g. September 2026 to July 2027) only and subject to change annually when thresholds are agreed each year by the College based upon the funding allocation we receive, usually at the end of the Spring Term.

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

Please note that where the application is for both Bursary support and FCM, Bursary support will only be awarded when compliant evidence for both FCM and

Bursary eligibility has been provided. We will contact applicants with further guidance if necessary.

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.

Further support or guidance can be requested by emailing bursary@brock.ac.uk or by calling 01590 625555.

4 FCM application and process

Students must re/apply for FCM annually through the College's online Bursary Portal.

Students who apply for a bursary must indicate on their application form that they are also applying for FCM.

All applications will be processed and a notification email sent within 28 working days of receipt of a fully completed application with all relevant evidence provided, which will either confirm that FCM have 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.

Please note that where the application is for both Bursary support and FCM, FCM will be awarded only once compliant evidence for both FCM and Bursary support has been provided. We will contact applicants with further guidance if necessary.

Further support or guidance can be requested by emailing bursary@brock.ac.uk or by calling 01590 625555.

5 Commitment to study programme

Bursary travel support reflects costs incurred. The College has high expectations regarding behaviours for learning, which includes student attendance and the College may review the financial support provided where this causes concern in line with the Student Code of Conduct.

6 Appeals and complaints process

If a student or nominated third party wishes to appeal against a bursary award decision or any other complaints, this must be put in writing for the attention of the Assistant Principal (Students) by emailing bursary@brock.ac.uk.

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 may wish to 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 award where income is over the threshold:

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

NB. This list is not exhaustive and a detrimental impact on household income must be evidenced

The following process will be followed:

Household Income	Action
Up to £35,000 (net)	Student Bursary Assessor to award, providing all evidence is compliant
Over £35,000 (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 then a Bursary will be awarded.

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