



# **Student Financial Support**

*2023/2024*

**Weymouth College is recognised as an example of good practice (16 to 19 Bursary Fund) by the Education Funding Agency (EFA).**

For more information on 16 to 19 Bursary Fund 2023/ 2024 please visit:  
[www.gov.uk/government/publications/16-to-19-bursary-fund-guide](http://www.gov.uk/government/publications/16-to-19-bursary-fund-guide)

**Weymouth College is committed to the practice of promoting equality and celebrating diversity.** (All applicants will be treated fairly and according to their individual circumstances).

Each year Weymouth College receives money from the Government for financial bursaries, which can help towards travelling to The College, course equipment and course costs and so help students achieve their goals and successfully complete their course.

We cannot guarantee funding as this is subject to what is available from the Government. All applications are on a first come first served basis.

# Contents

Introduction	3
16-18 Vulnerable Bursary	4
16-18 Discretionary Bursary	4 and 5
19+ Discretionary Learner Support	5 and 6
Advanced Learner Loan Bursary Fund	7
Free Meals	8
FAQ & Further information	9
How do Apply	10
What Happens Next?	11
Data Protection	12
How to Contact Us	12

## Introduction

This guide provides information and answers on Discretionary Financial Support funds, which are part funded by the Government and the College. Funds administered by the College are to support students' progress in further education, particularly those who are disadvantaged with course-associated costs such as travel, equipment and lunch. We advise you take the time to read the information in this guide before filling in the application form. This guide details the eligibility criteria and the application process. All purchases must be authorised by the Student Bursary Team.

### **There are a number of schemes available:**

- 16-18 Vulnerable Bursary
- 16-18 Discretionary Bursary
- 19+ Discretionary Learner Support (including childcare)
- Advanced Learner Loan Bursary Fund
- Free Meals.

## 16-18 Vulnerable Bursary

The scheme this is not income assessed with a bursary of up to £1,200 for the academic year depending on behaviour and attendance and need. Benefits must be in your own name to get a vulnerable bursary. You must also have your **own** bank account.

### Who is eligible to apply for 16-18 Guaranteed Bursary?

- ✓ Applicants must be aged between 16 and 18 on 31 August 2023
- ✓ Enrolled on an ESFA-funded programme
- ✓ Those who fall into the following criteria:
  1. Someone who is in care
  2. Care leavers (someone who has been in care but is not any longer)
  3. Those on Income Support/Universal Credit in applicant's own name
  4. Those in receipt in own name of both Employment Support Allowance (or Universal Credit) **and** Disability Living Allowance (or Personal Independence Payment).

Please note, you will be required to show evidence of your individual circumstances.

Vulnerable Bursary students **may** receive the following:

- help towards the cost of travel
- help towards books and equipment
- educational visits
- help towards other course-associated costs
- supermarket vouchers.

## 16-18 Discretionary Bursary

This scheme is income assessed. Eligible students will receive funds from the discretionary bursary if they meet the terms and conditions. This scheme is to assist those who face genuine financial barriers to staying on in education to help with costs such as specialist books, equipment and other course-associated expenses. Those who apply will need to have their parents/guardians' income assessed.

### Who is eligible to apply for 16-18 Discretionary Bursary?

- ✓ Applicants must be aged between 16 and 18 on 31 August 2023
- ✓ Household income of **£26,000** or below
- ✓ Applicants must meet the residency requirements.  
**(Must have lived in the EU for last 3 years)**
- ✓ Be enrolled on an ESFA-funded programme.

## Who is NOT eligible to apply for 16-18 Discretionary Bursary?

- 16-18 year olds studying Higher Education qualifications
- Those on **Apprenticeships or Waged Traineeships**

## Bursary is provided to help with the following:

- Help towards the cost of travel (subject to distance) petrol costs are not normally refunded unless in extenuating circumstances; please speak with a member of the College Bursaries team.
- Help towards specialised books and equipment, and protective clothing (PPE)
- Educational visits as part of your course curriculum
- Help towards other course-associated costs.

## 19+ Discretionary Learner Support

19+ students who want to study at Weymouth College will be able to apply for Discretionary Learner Support (DLS), which is income assessed. Eligible students will receive a discretionary bursary if they meet the terms and conditions. This scheme is to assist those who face genuine financial barriers to staying on in education to help with costs such as books, equipment and other course-associated expenses. Those who apply will need to have their household income assessed.

## Who is eligible to apply for 19+ Discretionary Learner Support?

- ✓ Applicant must be aged 19+ on 31 August 2023 (students who are in receipt of the Adult Learner loan need to apply to the Advanced Learner Loan Bursary scheme – see page 7)
- ✓ Those with a household income of £26, 000 or below

Proof of residential status is required if you were born outside of the UK or have not resided in the EEA during the whole of the last three years. Evidence required - passport or home office documentation.

- ✓ Applicants to be enrolled on ESFA-funded programme.

Bursary can help with the following:

- Help towards the cost of travel (subject to distance- residing 2 miles from college, Petrol costs cannot be claimed, unless in extenuating circumstances, please speak with a member of the College Bursaries team.
- Help towards specialist books and equipment
- Educational visits as part of your course curriculum
- Help towards other course-associated costs, please discuss with your tutor and the college bursaries team.

A young boy with light brown hair is looking down at several colorful toy cars (red, yellow, green, blue) on a wooden table. The background is blurred, showing more toys and a green plant.

## 20+ Childcare

This fund is part of the Discretionary Learner Support and Adult Learner Loan and is available to assist you with the costs of childcare while studying at college. **Please note:** the childcare provider must be **OFSTED** registered and term time only, informal childcare, e.g. provided by family members is not viable for funding. Meals to be provided by the parent and cannot be claimed via the various bursary schemes. If you take holiday in term time, you will need to pay for your own childcare place for that period. Attendance registers are routinely checked.

**If you are applying for childcare and equipment, please be advised that we aim to help as many students as possible and therefore equipment refunds will not be refunded until a later date and only subject to availability of funds.**

## Under 20 years Childcare

If you are under 20 years of age you could get help with your childcare payments through the Care to Learn scheme. **Contact 0800 121 8989** or visit **[www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)**



# Advanced Learner Loan Bursary Fund

Those aged 19 years and above who want to study at Weymouth College on a level 3 or 4 course will be able to apply for Advanced Learner Loan Bursary. This fund is to assist disadvantaged students with course-associated costs, such as childcare, residential support and exceptional learning support, e.g. support for teaching assistant and necessary adjustments under the Equality Act.

## Who is eligible to apply for Advanced Learner Loan Bursary Fund?

- ✓ You must be aged 19 or over on the first day of your course on or after 31 August 2023
- ✓ Be enrolled on an eligible course at Level 3 or Level 4
- ✓ Have had a loan approved by the Student Loans Company
- ✓ Those with a household income of **£26,000** or below
- ✓ Applicants must meet the residency requirements
- ✓ Applicants must be enrolled on an ESFA-funded programme.

## Bursary is provided to help with the following:

- Help towards the cost of travel (subject to distance) - petrol costs cannot be claimed for unless in extenuating circumstances
- Help towards books and equipment
- Educational visits
- Childcare
- Residential support
- Exceptional learning support
- Course-associated costs such as transport, specialist books and equipment.

\*If you are applying for childcare and equipment, please be advised that we aim to help as many students as possible and funding reaches those who are most in need of financial support. Therefore, equipment refunds may not be refunded until a later date and only subject to availability of funds. Level 2 Hair Kits purchased by the college remain property of the college, please speak with a member of student services.

## Free Meals

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as 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

The Free School Meal entitlement is uploaded onto the Student ID Card for use in the College Refectory. Students must present this at the tills to access meals.

Eligible students will receive a breakfast up to the value of £1.00 and lunch meal up to the value of £4.50 students must have food at lunch, not just a drink, a water fountain is also available in the canteen (please bring a reusable bottle) for each day they are required to be in college as per timetable, (lunch box meal may be provided for off-campus activities where appropriate).



# FAQ & Further Information

## Attendance

Students are expected to attend 100%, failure to achieve a minimum of 90% attendance may lead to financial support being reduced, suspended or withdrawn, behaviour will also be taken into account and reviewed along with attendance on a regular basis and prior to any funds being released.

## Course Fees

The fee cost of the course cannot be applied for; you must pay in full or if a level 3 or 4 course you can apply for an Adult Learner loan to pay for your course fee.

Students must apply to their nearest college of residency, you may not be able to access Weymouth College bursary funds if a college nearer to your home offers the same course you are applying for, unless there are extenuating circumstances, please speak to a member of the Student Services Team.

## When can I apply for financial support?

You can apply from August 2023. We would encourage all prospective and returning students who meet the eligibility criteria to apply as soon as possible after enrolment.

## What support will I receive from the various Funds?

The amount and type of support you receive from the various funds will be specific to your needs and what claim you have submitted. Financial assistance will be available to help with course-associated expenses such as travel, specialist books that are not available in the library, equipment and childcare costs where appropriate. If you have already purchased equipment, a receipt is required, however, **please note maximum awards apply, please enquire with student services prior to purchasing any items, as funds are limited.**

## For example:-

Work boots - Maximum £25      Overalls - Maximum £25  
Art materials - **please discuss with your tutor prior to any purchase.**

For tools relating to any construction/brickwork courses, awards will vary depending on the level enrolled, **please discuss with your tutor.**

**Please note:** Any funding or equipment awarded will need to be repaid or returned to the college if you withdraw from your course without completing. However, decisions regarding this is based on individuals' circumstances. By applying for the funds, you are accepting this condition. All equipment funded by the College, remains the property of the College, unless otherwise agreed with Student Services.

### **How do I apply?**

You apply directly to Weymouth College. Application forms are available from our website <https://www.weymouth.ac.uk/studying-with-us/funding-finance/> or you can collect a copy from the main campus. Early submission of applications is encouraged.

If you require assistance to complete your application form, please contact a member of the Student Services Team [collegebursaries@weymouth.ac.uk](mailto:collegebursaries@weymouth.ac.uk)

### **Do I need to submit evidence with the application form?**

**Yes**, those applying for any financial help and free meals must provide evidence of household income. Examples include;

- **A letter from the Department of Work and Pensions showing receipt of all benefits**
- **P60 Self Employment = previous years' gross income Annual Tax Summary or SA302**
- **Tax Credit Award Notice TC602**
- **Evidence of your family's annual household income including Working/Tax credits if applicable**
- **3 months' worth of payslips or bank account statements (Must be dated within 3 months of application date)**

You will need to provide evidence of residential status if you were born outside the UK, or have not lived in the EEA during the whole of the last three years. This can be in the form of your passport or home office documentation.

**Applications only accepted when fully completed, signed and dated and accompanied with all relevant documentation.**

### **Travel Pass Information**

**Bus passes will be uploaded to your smart device if applicable except college coach/minibus, if you lose your device you can log onto another device with your account. It is your responsibility to pay for your own travel in this instance until you replace your device.**

All information is correct at the time of print.

## What Happens Next?

Once the application is assessed, you will receive an award notification via your college email, in person or telephone if your application is successful or unsuccessful and advised how you will receive the award.

### **How and when will I receive my payment?**

Eligible students **may** receive payments directly into their bank account (you will need to have your own bank account if you are accessing the Vulnerable Bursary). Other payments may be made in kind, for example in the form of travel passes or credit made to your department of study to cover trip costs etc.

### **Changes in Circumstances**

You are required to inform the Student Services Team of any changes in circumstances that may affect the outcome and eligibility for funding. Further evidence may be required to reassess your application for a higher level of assistance. Failure to inform the college of changes in circumstance may make you liable for the cost of any funding already received.

### **Informing the Department for Work & Pensions (DWP)**

You are required to inform the Department for Work and Pensions (DWP) of any 19+ Discretionary Learner Support (DLS) support you are receiving as this may impact on your benefit eligibility.

### **How do we know the College will be fair?**

The College has an established appeals process for financial support. The College also has a compliment and complaints procedure and we welcome Students' feedback. In addition, the above funds are audited and monitored in various ways including thorough internal audit and by the funding agencies.

The College will take the required arrangements to ensure that the management and systems of financial control are such, that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it.

### **What should I do if I am not happy with the outcome of my application?**

You can appeal against the decision that has been made in relation to your application by writing to:

**Student Services Appeal Group, Student Services, Weymouth College,  
Cranford Avenue, Weymouth, Dorset, DT4 7LQ**

## Data Protection

Data Protection Weymouth College has a legal obligation to implement and adhere to the requirements of the Data Protection Act 2018 in accordance with the General Data Protection Regulation (GDPR), which came into force on 25 May 2018. The College is committed to a policy of protecting the rights and privacy of individuals, including learners, staff and others.

The data requested for financial support is used solely for the purpose for which it was provided. Some of the information gathered for financial support is required by the Education & Skills Funding Agency (ESFA) Information supplied will be anonymised and aggregated. Your data will not be issued to any other third party without your consent, except where the College is legally required to do so. If you have any concerns regarding how your personal data is stored or used and would like more information, please talk to a member of the Student Services Team.

## How to contact us

Should you require any further help or information, please contact the Student Services Team on **01305 764807** or email: **collegebursaries@weymouth.ac.uk**

Alternatively, please call in to The Student Services Office F146. Opening times during term time, Monday-Friday 10am to 4pm.

To apply for student financial support download the application form from our website **<https://www.weymouth.ac.uk/studying-with-us/funding-finance/>**

To submit your application form you can email to: **collegebursaries@weymouth.ac.uk** or post it to **College Bursaries, Student Services, Weymouth College, Cranford Avenue, Weymouth, Dorset, DT4 7LQ**











**Weymouth College  
Cranford Avenue  
Weymouth  
Dorset  
DT4 7LQ**

**Email: [collegebursaries@weymouth.ac.uk](mailto:collegebursaries@weymouth.ac.uk)  
Tel: 01305 764807  
[www.weymouth.ac.uk](http://www.weymouth.ac.uk)**



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