

FINANCIAL SUPPORT 2026/27

16-18 BURSARY FUND - GUIDANCE

Loughborough College Group offers two 16-18 Bursary Funds; **Enhanced Bursary and Discretionary 16-18 Bursary Fund**. You will not need to indicate which one you are applying for as this will be evident from your application form

DISCRETIONARY 16-18 BURSARY FUND – WHAT IS IT?

Designed to help students whose family income is less than £30,000 before tax to meet some of the costs incurred because of studying. For assistance with travel (living outside LE11 at Loughborough College, 3-miles or more from Stephenson and Brooksby campus').

ENHANCED BURSARY – WHAT IS IT?

Designed to help vulnerable students (as per the Department for Education (DfE) priority group) meet some of the educational costs incurred because of studying.

The Government has identified that the students most in need will fit into the groups identified below and these students may be eligible, if in proven financial need, for a bursary of up to £1,200 per year, Students;

- In Care;
- Care Leavers;
- Students receiving Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them is living with them such as a child or partner;
- Students receiving Personal Independence Payments in their own right as well as Universal Credit in their own right and have a proven financial need due to living independently.

Students who meet the Enhanced Bursary criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate in school. However, students in this vulnerable group are not automatically entitled to a bursary if they do not have educational financial needs and/or their educational financial needs are covered from other sources.

1. AM I ELIGIBLE?

To be eligible for financial assistance from the Bursary Fund you must be in one or more of the following categories:

- Priority groups as defined by the Department for Education :
 - Young people in care
 - Young people leaving care
 - Young people in receipt of Universal Credit in their own right
 - Young people in receipt of Personal Independence Payments as well as Universal Credit
- Be aged 16 or over but under 19 as at 31st August 2026
- Be aged 19 or over and continuing on the same study programme which you started when aged 16 to 18 (19+ continuers)
- Be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in DfE 2026/27 academic year funding regulations for post-16 provision
- Be attending a full or part time course funded directly by the Education Skills Funding Agency (ESFA)
- Hold a European Union passport and have been resident in an EU country for the whole of the last three years
- Be an unaccompanied asylum seeker aged 16 or over but under 19 on an Department for Education (DfE) funded course and living in England

- In receipt of, or a dependant of someone in receipt of an annual income of less than £30,000 per year before tax

2. HOW DO I APPLY?

- Complete and submit the online application: <https://apply.loucoll.ac.uk/bursary>
- Paper format is available on request.
- Ensure all supporting documents are provided, incomplete applications will either be returned or any missing information will be requested
- Failure to provide the correct documentation will cause a delay in the processing of your application

If you have any queries with regard to the Bursary Fund and application form, please contact the Bursary Fund Team in one of the following ways:

- **Contact Loughborough College:** studentfinance-Loughborough@loucoll.ac.uk
- **Contact Stephenson College:** studentfinance-Stephenson@loucoll.ac.uk
- **Contact Brooksby College:** studentfinance-BrooksbyMelton@loucoll.ac.uk
- **Contact IGNITE campus:** studentfinance-BrooksbyMelton@loucoll.ac.uk
- **Visit us:** at Main Reception on any campus

You will not receive funding if:

- If you apply after the application deadline of 18th September 2026 (subject to availability of funds)
- You have outstanding debts to the college
- Your household income is above £30,000 per year before tax
- You already receive financial assistance through alternative funds, i.e. New Deal, Charitable Trusts, etc.
- You are studying on a Work-Based Learning Scheme (Waged-Apprenticeship) or Higher Education programme
- You are in prison or a young offender's institution or have been released on temporary licence (ROTL), for example on day release

The College reserves the right to withdraw Bursary Fund allocations if:

- Your attendance falls below 95%
- Your behaviour is unsatisfactory as set out in the college's code of conduct
- You withdraw or are withdrawn from your course(s)

3. ONCE I HAVE APPLIED, WHAT HAPPENS NEXT?

There is a limited amount of funding available and it is the College's priority to use these funds to help as many students as possible. Fully completed forms submitted with all supporting evidence, will normally be processed within 28 days of receipt, but at peak times this may take longer. You may be contacted to discuss your particular needs. It is important that you provide evidence of all household income. **If any evidence is missing no assessment will be made therefore causing a delay to your application**

SUCCESSFUL APPLICATIONS

If your application is successful, you will receive an award notification letter which will indicate how your award will be paid. Wherever possible, payments are made via internal transfers within the college

UNSUCCESSFUL APPLICATIONS

No guarantee can be given that you will be successful in your application for financial assistance. If you are unsuccessful, you will be notified in writing and the reasons why will be included in the letter or email you receive. You will then be responsible for all the costs associated with your chosen course(s).

Reconsideration:

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- If you are dissatisfied with the outcome of your bursary application, you may request a reconsideration by emailing:

Loughborough College: studentfinance-loughborough@loucoll.ac.uk
 Brooksby College: studentfinance-brooksby@loucoll.ac.uk
 Melton College: studentfinance-brooksby@loucoll.ac.uk
 Stephenson College: studentfinance-stephenson@loucoll.ac.uk

within 10 working days of receiving your decision. You must provide clear reasons and any supporting evidence for your request. The Head of Learner Services and Student Finance Office will review your application and provide a written outcome with reasons.

- If, after this reconsideration, you remain unhappy with how your bursary application has been managed, you may follow the College's Complaints Procedure.

SUCCESSFUL APPLICATIONS - AWARD INFORMATION

Additional Course Costs (up to a maximum of £250 per eligible student) :

- **Kit, Uniform, Books**

The amount awarded will be at the direction of the curriculum team and based on the essential course costs information provided to students. For students eligible for the bursary, the curriculum team will order the items required on your behalf (Kit, Uniform, Books). The amount awarded (upto £250) will be transferred internally. Where the costs exceeds £250, the student is responsible for paying the difference through WisePay – curriculum will provide further instructions.

Where a student has purchased the additional course costs independently a full copy of the receipt will be required for reimbursement to be made based on the amount awarded. The receipt must show your name (or parent name), address and monetary value.

Payment will be made via bank transfer to the student's bank account only. Students will be asked for their bank details when needed.

- **Stationery**

If eligible and awarded, an allowance will be made available on your student ID card to a maximum amount of £10.00 to be spent at the on-site stationery shop. Where a shop is not available, a pack will be available for you to collect.

- **Trips**

When you are aware of an essential trip, you, the student, must complete and submit a Trip Funding Request Form for consideration. Where awarded, the monies will be transferred internally and your curriculum area notified. The trip must be relevant and mappable to your course modules and enhance your learning.

The bursary will not fund end of term trips to theme parks for example or overseas trips.

Free Meals in FE (£5 per timetabled day onsite)

Where awarded, an allowance of £5 per timetabled day will be available on your ID card to spend at one of the outlets on site:

Loughborough College – The Campus Kitchen, The Campus Café and Café Chino
 Stephenson College – George's, Gordons
 Brooksby College – The Villiers, The Hatch

This amount does not accumulate and there is no cash alternative available.

Travel Support (up to a maximum of £1,100.00) towards public transport only

You must live outside LE11 for Loughborough College. For Stephenson College, IGNITE and Brooksby College you must live 3-miles or more from your chosen college.

When researching your journey to college, please see www.traveline.info

LCG will contribute towards the most cost-effective travel cost to support students to attend college. We will provide a bus pass for the most cost effective and suitable route available based on the journey from home to college. We are unable to provide multiple travel passes across different options and companies where this exceeds the threshold of £1,100. All awards will be based on individual needs.

Please be aware, Loughborough College is a transport hub, with accessible links from around the county via public transport including buses and trains. Awards will be made for transport support that ensures students can access the most suitable and financially viable, transport option. This will not always be the fastest, but the one that is most cost effective to enable a student to access their chosen course.

Brooksby College, as a land-based specialist college in a rural location, is not well served with public transport links. Instead, LCG has worked to provide a suite of bus routes with a commercial partner. This means that bus passes are charged at a higher premium, therefore, awards will be tailored accordingly, to support students to be able to access transport and attend their chosen course.

You will be notified of the bus pass option awarded and where needed will be required to confirm this offer prior to the pass being purchased and passed onto you. Once a pass is issued / code redeemed, this cannot be changed.

Where the only travel option available to a student is by train, the college will reimburse the travel costs retrospectively up to a maximum of £1,100 for the year. You must purchase a 16-17 Railcard or Student Railcard to reduce your daily travel costs as the bursary will only fund the cheapest travel cost option available to you irrespective of your actual cost. You will be required to provide your train tickets to evidence the cost and be reimbursed termly based on your attendance. Please note, we will not be able to support with the cost of buses either side of the train journey where this exceeds the upper limit of £1,100.

For eligible students based at Brooksby College and IGNITE who require a pass for the dedicated bus service (Roberts Travel), applications will be assessed individually and awarded accordingly. Where eligible, Roberts Travel Group will be informed and asked to invoice the college for your pass. Any payment you have made to Roberts, will be reimbursed to you by them.

To apply for a Roberts Travel Pass please see: www.passengertravelsolutions.co.uk/brooksbycollege
There will be no reimbursement for travel costs incurred prior to an award being made and the bursary is unable to support with travel by taxi, uber or car.

Bus passes will cover the academic year of 26/27 and where bus companies allow, include travel during weekends and half term holiday periods (October, Christmas, February, Easter and May).

Any bus pass awarded remains the property of the college. Should you withdraw or be withdrawn, your pass will be cancelled.

Where there are mitigating personal circumstances (evidence required) an alternative may be considered. These requests will be dealt with on a case-by-case basis by the Head Learner Services subject to funding being available. Please send your request by email FAO Head of Learner Services at studentfinance-loughborough@lough.ac.uk

4. VERY IMPORTANT INFORMATION

- **APPLICATION DEADLINE: 18th SEPTEMBER 2026**
- The budget for the Bursary Fund is fixed. Learners who may be eligible for support are not automatically entitled to it

- It is your responsibility to indicate the costs you require financial assistance with on the application form
- Funds are aimed at those most in need of financial assistance
- Funds are limited so you should apply as soon as possible
- Funding cannot be guaranteed in cases of over-demand
- All bursary amounts awarded are at the discretion of the College
- Funds are only available to assist with costs relating to your course or attendance at college
- Due to the limited funds available Travel will be given priority
- For Travel, funding will be awarded where a student lives outside LE11 at Loughborough College, 3-miles or more from Stephenson, Brooksby and Melton campus' or within these parameters with personal compelling reasons (evidence must be provided)
- You must supply all necessary evidence with your application. Your application will not be assessed without it. Failure to submit the correct evidence will delay your application being processed
- If you enrol on your course and your application for financial assistance is unsuccessful, you will be responsible for paying your course fees in full
- If you are successful and then withdraw or are withdrawn from your course(s), you will be required to re-pay all or some of the money awarded and also any outstanding fees to Loughborough College Group
- If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance
- You must attend 95% of your classes (including additional Learning Support and Tutorials) and complete your course to receive funding. If you do not, you will have to pay the full cost of your course.
- Attendance checks will be carried out throughout the year. The Bursary Fund reserves the right to withdraw funding at any time and will not be held responsible for any outstanding fees
- If you are applying for help with college fees for a part-time course, you must submit your application form to the Bursary Fund Team and obtain an award notification letter before enrolling on the course. It is your responsibility to pay all fees prior to any award confirmation.
- Funding is available per academic year. If you are on a two-year course you will need to make a new application each year
- You must inform the Bursary Fund Team in writing, of any change to your personal or family circumstances
- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a loan basis. If you successfully complete your course, the loan may be converted to a non-repayable grant
- If you leave your course early, the College will ask you to return any money or equipment that have been given to you from the Bursary Fund

5. EQUAL OPPORTUNITIES STATEMENT

The Bursary Fund Panel will:

- Take positive action to ensure that all full and part time home students can apply for financial support, thus widening participation and providing learning opportunities for under-represented groups
- Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to individual financial / personal circumstances
- Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language
- Monitor and review the effectiveness of the support on a regular basis

6. CONFIDENTIALITY

Applications are only seen by staff involved in the delivery of the Bursary Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made

7. DATA PROTECTION

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Loughborough College collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding or accrediting your qualification, concerned with collection of fees or with ensuring your wellbeing and vital interests. Since the College cannot operate effectively without processing information about you, at enrolment you will be asked to sign to confirm your agreement to this. If you do not do this, we will be unable to enrol you on your programme of study, and may withdraw any offer of a place already made. Please be aware that Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

8. PANDEMIC DISCLAIMER

Where a pandemic is declared, the Bursary will not be paid as the sole aim of this Bursary Fund is to provide financial support to help students at Loughborough College overcome specific financial barriers to participation so that they can remain in and attend in person their education and at this college.