

Loughborough College Group

16-19 Bursary Policy

1. Scope and Purpose

The Bursary policy sets out the financial support available, the eligibility criteria and condition for continuous receipt of support for 16–19-year-olds attending a Further Education programme at Loughborough College Group, including Loughborough, Stephenson, Melton and Brooksby Colleges.

Loughborough College Group receive an annual allocation of funding to provide financial support for students who would otherwise find it difficult to attend or complete College programmes with is because of financial considerations. The College promotes these funds in its literature and on its website. This service is available for prospective and current students.

2. Policy/Procedure Statement

Loughborough College Group recognize that the Student Bursary 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 funds to make the maximum impact on recruitment, 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). The Bursary is intended to help with the financial hardship needs of individual young people studying a programme at Loughborough College. Awards from the Bursary will be used towards essential course-related costs such as travel, meals at college if eligible, equipment, trips and other costs associated with learning (see Types of Support). Discretionary and Hardship awards will be subject to sufficient funds being available.

3. Impact Assessments

1.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

1.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current

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Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

- 1.3. This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

2. Policy/Procedure

The College receives funding for following types of 16-19 bursaries:

Free Student Meals Fund: Free Meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of or having parents/carers who are in receipt of, one or more of the following benefits, this will need to be reviewed on an annual basis.

To be eligible for the 'Free Student Meal' students must be:

- enrolled in a further education provision funded via the Department for Education (DFE)
- aged between 16 and 18 as at 31st August 2025
- aged 19 or over and continuing the same study programme you began aged 16 to 18 (19+ continuers)
- aged 19 or over and have an Education, Health and Care Plan (EHCP)
- 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 guaranteed 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 stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400pa

The following groups of students are not eligible for the Free Meal Scheme:

- students aged between 14 and 16 as at 31st August 2025 (these students are already covered by a different provision)
- students aged 19 or over at the start of their study programme, unless they have an EHCP or are a 19+ continuer
- apprentices, including those with an EHCP

A student is only eligible to receive a free meal when they, or a parent/carer on their behalf, have made a successful application to Loughborough College and have enrolled on their study programme. There is no provision to 'back pay' meals not claimed in any circumstances. For students who are off site (for example undertaking work placement or work experience as part of their study programme) and eligible for the Free Meal Scheme - the College will refund the free meal cost (as per the government guidelines) direct to the student as reimbursement. Payments will be made by BACS (bank transfer) direct to the student bank

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account. Confirmation of attendance at the off-site placement will be required prior to any payments being made

Enhanced Bursary (also known as vulnerable fund):

Designed to help vulnerable students (as per the Department of Education (DoE) priority group) meet some of the 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. To be eligible students need to be:

- in Care or a Care Leaver, further evidence will be required
- in receipt of Universal Credit, if in your own right, further evidence may be required
- in receipt of both Universal Credit AND Personal Independent Payments (PIP)

Students who meet the Enhanced Bursary criteria, and who have a financial need, can apply for a bursary for vulnerable groups, toward educational costs only. 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.

Discretionary 16-18 Bursary Fund:

Designed to help students whose family income is less than £29,000 to meet some of the educational costs incurred because of studying. For assistance with travel, living outside a 3-mile radius of the college campus, this will be considered separately for the Brooksby College site to allow for the rural nature of the location.

Applications will be considered with a household income of £32,000 or under for the travel element only. The bursary is to cover support educational costs including travel to college, food allowance, additional course costs such as educational trips, kit / uniform, stationery.

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 (as detailed above)
- Be aged 16 or over but under 19 as at 31st August 2025
- 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 to 24 and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in DFE 2025/26 academic year funding regulations for post-16 provision
- Be attending a full or part time course funded directly by the DFE
- 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 DFE funded course and living in England
- In receipt of, or a dependent of someone in receipt of an annual income of less than £29,000 per year before tax – For assistance with travel only all students are eligible to apply with a household income of £32,000 or less and living within a 3-mile radius of the college site.

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Residential Bursary Fund (Brooksby Only)

The Residential Bursary Fund is designed to help students aged 16 - 18 (as of 31st August 2025), from a low-income family meet accommodation cost incurred whilst studying a Land based course with The SMB College Group.

Students aged 19 or over are only eligible for Residential Bursary Fund if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Who is eligible to apply for the Residential Bursary?

To be eligible you must:

- Be an enrolled student on a full-time or part-time government funded land-based
- course: E.g. Agriculture; Animal Management; Countryside and Environmental Management; Equine; Horticulture and Land-based Service Engineering.
- Be aged 16-18 on 31st August 2025
- Have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status
- Have been 'ordinarily resident' in the UK, EU, or EEA continuously for the last three years before the start of the learning programme
- Your course must also be either 15 miles or a 2 hour round trip from your home, and not available closer than that.
- The award is based on an income-assessment which uses the following thresholds:

Up to £21,000	-	maximum award £6,809
£21,000 - £30,000	-	maximum award £4,562
£30,000 - £35,000	-	maximum award £2,315
£35,001 and over	-	nil
- Be studying your first full level 2 or first full level 3.

You may not receive funding if:

- You have outstanding debts to the college
- Your gross household income which includes benefits is above £35,000
- You have already received financial assistance through alternative funds e.g., charitable trusts etc.

Where students leave part way through the year, their Residential Bursary Fund payments will stop in the same way as payments from any other student financial support schemes. In this situation the student/parent will be responsible to cover the remainder of the accommodation costs.

Residential Support Scheme (Loughborough and Stephenson's campus' Only)

TBC

Industry Placement Bursary

A small amount of funding that may be available to support 16-18, T Level students to access their industry placement. Allocation of funds is discretionary.

See appendix 1 for an outline of the funding available for the 2025/26 academic year for each type of bursary. (marketing to update the attached)

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2.3 Statement of Principles:

- The bursary should be applied fairly and consistently.
 - The budget for the Bursary Fund is fixed. Learners who may be eligible for support are not automatically entitled to it
 - 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, Stationery, Food and Additional Course Costs will be given priority
 - For Travel, funding will be awarded where a student lives outside a three-mile radius the college site or within but 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 enroll 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, Stephenson's and Bursary Colleges.
 - If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance.
 - The bursary payment is subject to attendance, punctuality and behaviour. Attendance should normally be at a minimum of 95%. The College's reserve the right to withdraw Bursary Fund allocations if:
 - Your attendance falls below 95%
 - Your behaviour is unsatisfactory
 - You withdraw or are withdrawn from your course(s)
- Extenuating circumstances that are affecting attendance will, however, be considered.
- 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
 - 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
 - The process must be easily understood and accessible to young people. The Student Bursary and Hardship Fund will be publicised via the Student Financial Support section of the College's website
 - The process should identify eligible students in a timely fashion.

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- There is a commitment to ensuring bursary funds allocated to the College are fully distributed to support as many students as possible. However, budgets are provided by the DFE, the College can only make payment if there are sufficient funds.
- Students are responsible for informing their support agencies that are in receipt of the bursary, this should impact on their other support claims.

2.4 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 favorable 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

2.5 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 for a decision to be made

2.6 Data Protection:

The Loughborough College Group 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's 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 enroll you on your programme of study and may withdraw any offer of a place already made. Please be aware that the Colleges 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

2.7 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 the College overcome specific financial barriers to participation so that they can remain in and attend in person their education and at this college.

3. Impact Assessments

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- ii. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4. Procedure

- i. Students who have been accepted onto an DFE funded course for the next academic year be sent information and an application form to apply for bursary funding. This can also be found on the College website onto a DFE funded course in June / July of each year and can also be found on the Financial Support section of the College's website
- ii. To apply for the bursary funds applicants will need to do the following:
 - Complete and submit the relevant application form:
 - 16-18 Bursary Fund (for student aged between 16 and 18 as at 31st August 2024)
 - Discretionary Adult Learner Support Fund (for students aged 19 and over)
 - Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
 - 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
 - Photocopies of evidence are acceptable. Original documents will be returned as soon as possible
 - Ensure you (the student) have signed the form on the back page
- iii. 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
- iv. If your application is successful, you will receive an award notification letter or email, which will indicate how your award will be paid. Wherever possible, payments are made via internal transfers within the College. 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. You will then be responsible for all the costs associated with your chosen course(s).

5. Reconsideration:

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

Loughborough College: studentfinance@loucoll.ac.uk

Brooksby College: bursary@loucoll.ac.uk

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Stephenson College: bursary@loucoll.ac.uk

within 5 working days of receiving your decision. You must provide clear reasons and any supporting evidence for your request. The Learner Services Manager will review your application again and provide a written outcome with reasons.

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

4. Location and Access to the Policy/Procedure

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

5. Linked Policies and Procedures

6. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
24/5/2025	1	New LCG 16-18 Student bursary		

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7. Appendix

16-18 BURSARY FUND 2025/26

MAIN SITE LEARNERS

DEADLINE
for on time applications is
12TH SEPTEMBER 2025

<ul style="list-style-type: none"> Are you 16-18 OR 19+ Continuer OR 19+ with an EHCP? Studying Further Education? Could you be eligible? 	Lives outside either LE11 for Loughborough campus or 3 mile radius for other campus' and household income less than £29,000	Lives outside either LE11 for Loughborough campus or 3 mile radius for other campus' and household income £29,000 - £32,000	Lives in LE11 for Loughborough campus or within a 3 mile radius for other campus' and household income less than £29,000
Food Allowance (£5 per timetabled day)	✓	X	✓
Travel Fare Subsidy (£585 for the year) <small>Paid in monthly installments from September to May</small>	✓	✓	X
Additional Course Costs (£250 max)	✓	X	✓
Stationery (£15 max)	✓	X	✓
Discretionary Bursary (£100 max)	✓	X	✓
Free Student Meals (£5 per timetabled day)	Subject to separate terms & conditions	Subject to separate terms & conditions	Subject to separate terms & conditions

Enhanced Bursary Fund (16-18)
For those young people aged 16-18 who are identified as being vulnerable, you may be eligible to apply for the Enhanced Bursary to support your educational costs only which are not supported by other services.

Those identified as vulnerable by the DfE are:

- in Care or a Care Leaver
- in receipt of Universal Credit
- in receipt of both Universal Credit AND Personal Independent Payments (PIP)

Please contact the college for more information.

Depending on the campus you are studying at, allocations of the bursary may differ.
All applications to the 16-18 Bursary Fund are subject to Terms & Conditions including a minimum of **95% attendance** required - please contact the college for more details

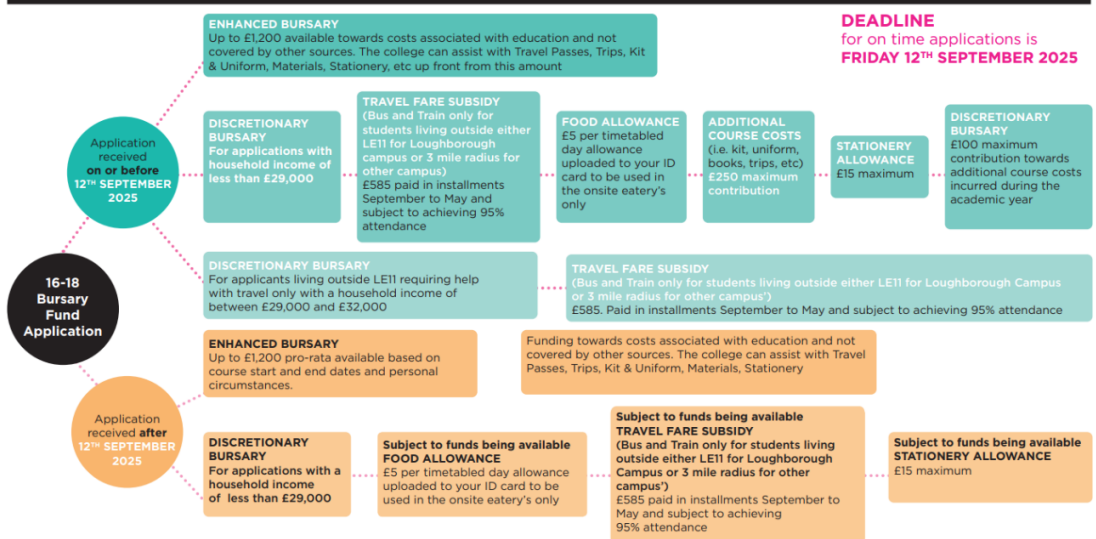
Full Terms & Conditions are available on the website at: www.loucoll.ac.uk

16-18 BURSARY FUND PROCESS 2025/26

MAIN SITE LEARNERS

ELIGIBILITY
Enhanced Bursary:
For home students aged 16 to 18 and under 19 as at 31st August 2025 and in the priority groups as defined by the DfE

Discretionary Bursary:
For home students, 16 to 18 and under 19 as at 31st August 2025, in receipt of, or a dependent of someone in receipt of an annual household income of less than £29,000 per year (for travel only annual household income of £32,000 or less)



The flowchart details the application process for the 16-18 Bursary Fund. It starts with a central '16-18 Bursary Fund Application' circle. Two paths emerge: 'Application received on or before 12TH SEPTEMBER 2025' and 'Application received after 12TH SEPTEMBER 2025'. The first path leads to 'ENHANCED BURSARY' (up to £1,200) and 'DISCRETIONARY BURSARY' (£100 max). The second path leads to 'DISCRETIONARY BURSARY' (£100 max) and 'ENHANCED BURSARY' (up to £1,200). Both paths then lead to various allowances: TRAVEL FARE SUBSIDY, FOOD ALLOWANCE, ADDITIONAL COURSE COSTS, STATIONERY ALLOWANCE, and DISCRETIONARY BURSARY. The final step is 'Subject to funds being available'.

DEADLINE
for on time applications is
FRIDAY 12TH SEPTEMBER 2025

For more information, please contact finance@loucoll.ac.uk

DISCLAIMER: This information is true and accurate at the time of publishing. Funding allocations and guidelines being received.

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