

STUDENT BURSARY & TRAVEL POLICY 2024/25

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1. Introduction:

City of Portsmouth College (COPC) receives bursary funds from the Government through the Education and Skills Funding Agency (ESFA) to help students overcome financial barriers that might prevent or make it difficult for them to study or complete their course of study.

This policy is based on the guidance provided by the ESFA and consolidates best practice within the sector; it sets out the principles which the COPC policy will adhere to in managing and allocating these funds to its students for the 2023/24 academic year.

These government documents can be downloaded from their websites, they are updated periodically:

- [16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2024-to-2025-academic-year)
(www.gov.uk)
- [ESFA funded adult education budget: funding rules 2024 to 2025 - GOV.UK](https://www.gov.uk/guidance/esfa-funded-adult-education-budget-funding-rules-2024-to-2025)
(www.gov.uk)

This policy is also subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

The bursary funds are designed to help with essential course-related costs, which include:

- Tuition Fees (In exceptional cases)
- Work Experience, travel, food, and clothing
- Examination Fees (and resits)
- Accreditation Fees
- College Registration fees
- Emergency Meal Support
- UCAS Fees and University visits/tasters
- Travel to and from college
- Essential course trips
- Essential Books/Materials/Equipment
- Childcare (internal and external provision)
- DBS Certificates
- Hardship Costs: domestic emergencies and emergency accommodation

COPC will actively promote all the funding available to students across the College.

There are three main elements to these guidelines:

- Who the funds are intended for, which includes the eligibility criteria, and guidance set by the Education and Skills Funding Agency (ESFA)
- To explain the application process
- To explain the appeal process

2. Financial Support

Financial support is available to students studying at City of Portsmouth College who meet the eligibility criteria and applications will be assessed for actual financial needs so that support gets to those who genuinely need them.

In 2024/25, COPC will manage and administer the following Bursary Funds:

- Free College Meals
- Vulnerable Bursary
- 16-19 Discretionary Bursary Fund
- Care To Learn Fund (administer only)
- Discretionary Student Support Fund 19+ Hardship and 20+ Childcare
- Advanced Learning Loan Bursary Fund: Hardship and 20+ Childcare
- Apprenticeship Care Leavers' Bursary Fund

The College can only support adult asylum seekers with a travel pass, by paying for books or equipment on their behalf, with meal support loaded onto the student ID card or with payments for childcare made directly to a childcare provider. There may be limited circumstances where the College is allowed to give these students cash payments as directed by the Government.

Support can only be considered for any student, regardless of their priority group, if they are enrolled onto an appropriately funded course.

The College will consider any other sources of funding that students might be in receipt of when assessing support needs (e.g., the mobility component of Disability Living Allowance, Personal Independence Payment, or childcare support from Tax Credits).

Students must be aged 20 or over to receive support for childcare. Students aged 16-19 must apply to Care to Learn for childcare support. [Care to Learn: Apply for Care to Learn - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/childcare/care-to-learn)

Students will only be supported by the Advanced Student Loan Bursary if they have an Advanced Student Loan approved by the Student Loan Company (studying a level 3, 4, 5 and 6 programme).

Students aged 19 or over on 31st August 2024 may be eligible to apply for continual support from the discretionary bursary fund (Free College Meals) if they are continuing a programme of study they began when they were aged 16 to 18 or they have an Education Health and Care Plan (EHCP) in place.

The College is unable to support 19+ students who live within a devolved authority of the UK. A list of the devolved areas can be issued upon request: <https://www.gov.uk/government/publications/adult-education-budget-aeb-postcode-files>

3. Bursary Funds

Free College Meals are available for all 16-19 students who meet the eligibility criteria and for those who are aged 19-24 who have a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and meet the other eligibility criteria. In 2024/25 the daily rate for free college meals is £5 per student per timetabled day in college to be spent in the college canteen.

The 16-19 Discretionary Bursary Fund aims to help 16-19 students overcome any financial barriers they may face to attend a sixth form or further education, and has two elements:

- A Bursary is available for young people in the defined **vulnerable groups**: in care, care leavers, young people in receipt of Income Support or Universal Credit and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments. If a student meets the criteria, they can get support of up to £1,200 per academic year.

- **Discretionary awards** are available to students who face the most financial barriers to participation and aims to help towards things like, food, books, travel and in some exceptional circumstances hardship payments.

The **Care to Learn** scheme can help young people under the age of 20 years with childcare costs. Students can get up to £180 per child per week and payments go directly to the childcare provider. Applications can be made on the government portal at [Apply for Care to Learn funding \(education.gov.uk\)](https://www.applyforcaretolearn.education.gov.uk).

The Adult Bursary Fund aims to help students aged 19 and over on 31 August 2024 with specific financial hardship preventing them from taking part or continuing in learning; it has three elements:

1. 19+ Discretionary Bursary
2. Advanced Student Loans Bursary
3. 20+ Childcare Bursary

Students aged 19 or over, on a funded FE course and facing financial hardship, could get help to pay for things not covered by their course fees such as travel costs, accommodation, materials and equipment, a laptop and Wi-Fi, childcare with an Ofsted registered childcare provider [Check if childcare is registered - Find an Inspection Report - Ofsted](#)

- **The 19+ Discretionary Bursary** has two elements:
 - Hardship awards for those who face financial barriers to participation.
 - Childcare support for those aged 20 years and over
- **The Advanced Learning Loan Bursary** is to support disadvantaged and vulnerable students who are being funded through the Advanced Learning Loan. *Eligible students must be in receipt of the Advanced Learning Loan from Student Finance England.* The Loans Bursary will provide:
 - Discretionary Student Support for hardship and 20+ Childcare
 - Learning Support for Support for teaching assistants and necessary adjustments and support under the Equality Act 2010
- **20+ Childcare Bursary** is available to support students over the age of 20 years and is awarded to cover the cost of childcare for the time spent in classes at the college or on a work placement compulsory for your course of study.
 - This includes a 1-hour travel time to and from the college to the childcare provider's location.
 - Childcare support will only be awarded in addition to any free government-funded childcare (the free 15hrs or 30hrs early education funding) where this is insufficient to meet a student's timetables learning hours.
 - The Childcare Bursary payment will go directly to the Childcare provider by BACS transfer.
 - The childcare provider must have an Ofsted registration number. If you need help choosing a childcare provider view. If you need help choosing a childcare provider, go to [Find Childcare in Portsmouth - Portsmouth City Council - Search for childcare - My Portsmouth](#)
 - The Childcare Bursary does not fund tuition fees for a child/children.

4. Eligibility Criteria

Funds are limited and therefore meeting the eligibility criteria and/or submission of an application does not guarantee funding. This means that students who are eligible for support are not automatically entitled to it. If demand exceeds the available funds, then reduced awards may be given. When the funds are fully committed, no further awards will be made.

16-19 Bursary Fund

a) Free College Meals

Age Eligibility

A student must be aged 16 or over but under 19 on 31 August 2024 to be eligible to receive a free meal. Students aged 19 or over are only eligible to receive a free meal if they are continuing on a study programme, they began aged 16 to 18 ('19+ continuers') or have an EHC plan.

These 2 groups of aged 19+ students can receive a free meal while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.

The following groups of students are **not eligible** for free meals in further education:

- students aged between 14 and 16 (these students are already covered by FSM provision)
- students aged 19 or over at the start of their study programme unless they have an EHC plan or are a 19+ continuer.
- apprentices, including those with an EHC plan.

Eligible Benefits

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 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 stops qualifying for Working Tax Credit
- Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)
- **Working Tax Credit is not a qualifying benefit for free meals, and a parent or student in receipt of Working Tax Credits is not entitled to a free meal.**

The **Vulnerable Bursary Fund** provides up to £1,200 per year for students who are:

- aged 16 or over, but under 19 on 31 August 2024
- In Care or a Care Leaver
- Receiving Income Support or Universal Credit in their own right.
- Receiving Disability Living Allowance OR Personal Independence Payments in their own right,

as well as Employment and Support Allowance or Universal Credit in their own right.

- **Students aged 19 or over are NOT eligible to receive the Vulnerable Bursary.**

If a student is studying a course which lasts less than 30 weeks or is studying for less than 12 hours per week, their Vulnerable Bursary awarded will be pro-rata and they will receive less than £1,200. Students will only receive the support they need to participate in learning.

Although a student may be eligible for a vulnerable bursary because they are in one or more of the defined vulnerable groups, they may not have any actual financial needs because they are either already being met and/or because they have no other relevant costs. If this is the case, COPC can refuse the application.

The 16-19 Discretionary Bursary is an award to help students who are:

- aged 16 or over, but under 19 on 31 August 2024
- aged 19 on 31 August 2024 and continuing a course they begun aged 16 to 18 ('19+ continuers')
- aged 19-25 and in receipt of an Education Health and Care Plan (EHCP)
- from a household with income no more than £35,000 (gross) a year
- classed as a "home student", meaning they have ordinarily been resident in the UK/EU/EEA for more than 3 years.
- an Accompanied Asylum seekers aged 16-18 (Payments "in kind" only) with an Aspen card?
- 16-19 on a full-time course of at least 12 guided learning hours per week.
- 16-19 students who are not repeating a course or level.

Adult Bursary Fund

The 19+ Discretionary Bursary is an award to help students who are:

- from a household with income of no more than £35,000 (gross) a year
- classed as a "home student", meaning they have ordinarily been resident in the UK/EU/EEA for more than 3 years.
- with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners, and children.
- with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the three years immediately preceding the start of the course).

For full details, refer to the ESFA Funding Guidance.

- not repeating a course or level
- resident in areas of England outside of devolved authority areas undertaking ESFA funded AEB.
- continuing students who are resident in devolved authority areas, who have not completed their learning by 31 July 2024, but started their learning before the authorities' devolution date with providers who have an Education and Skills Funding agreement (grant) only.
- continuing students who are resident in ESFA and devolved authority areas, who have not completed their 16 to 24 traineeship by 31 July 2024 but started their learning before this date and have an Education and Skills Funding agreement or contract.

The **Advanced Learning Loan Bursary** is an award to help students who meet the same income and residency criteria set out above for the 19+ Discretionary Bursary but in addition, they must:

- have a loan approved by SLC that has passed the liability point.

It is the responsibility of the students, if they are in receipt of any state benefits, to inform the Department for Work and Pensions (DWP) about any student support they receive from the College

because DWP may decide the student support payment may impact their benefits.

20+ Childcare Bursary: is an award (from both the 19+ Discretionary Student Support and Advanced Loan Bursary) to help students who meet the same income and residency criteria set out above for the 19+ Discretionary Bursary but in addition, they must:

- Not repeating a course or level
- Aged 20+ on the 1st of September 2024, and if required, in receipt of the Advanced Learning Loan.
- In receipt of an income-based benefit, or have an annual household income of not more than £35,000 (gross)
- Be legally responsible for the child(ren) listed on their bursary application.
- Have legal documentation to show their relationship to the named child(ren).
- Must place the child(ren) with an Ofsted registered childcare provider.
- A list of Ofsted registered childcare providers can be obtained from your local council.

Early education funding for 2-year-olds

Some 2-year-olds are eligible for 570 hours of free childcare per year. That's 15 hours of free childcare per week when taken term-time only (i.e., over 38 weeks of the year) while studying at the College.

You can find out more about 2-year-old funding and view the eligibility criteria on gov.uk: [Help paying for childcare: Free education and childcare for 2-year-olds - GOV.UK \(www.gov.uk\)](#)

Early education funding for 3-and-4-year-olds

Childcare funding will **only** be awarded in addition to the free early education funding available to **all 3-and-4-year-olds**. More information can be found here: [Early education funding for 3-and-4-year-olds - Portsmouth City Council](#). Also see FAQ here: [early-education-funding-FAQ-document.pdf \(portsmouth.gov.uk\)](#)

The 15 hours of free childcare is known as universal funding and is available from the term after your child turns 3. You do not need to apply for universal funding, but you do need to speak to your childcare provider and complete a parent declaration form to secure your child's place and hours. Once you have this arrangement in place, depending on your income and family situation, you could be eligible for the childcare bursary to help pay for any additional childcare costs required to attend college.

Working parents of 3 and 4-year-olds may be entitled to up to 30 hours of childcare for 38 weeks of the year and this may be sufficient to meet your childcare needed while you study. If you are eligible for 30 hours of funded childcare, this will reduce your monthly childcare costs and the amount of support you will get from the college, and in some case, you may not get any additional support from the /college.

Childcare Bursary Awards: The following are maximum amounts the college will award per student for childcare, for the whole academic year. Late applicants/starters will be paid pro rata.

Children under 4 years on 31st August 2024		
Timetabled Hours	1 Child	2 Children +
Less than 4 hrs/week	£1500 max	£3500 max
Between 4-8 hrs/week	£2500 max	£6000 max
More than 8 hrs/week	£5000 max	£9500 max
Children over 4 years on 31st August 2024 – in full-time Primary Education (Wraparound Childcare)		
Full-time or Part-time hours	Up to £1,000	Up to £3,500

Continuous receipt of childcare payments is based on the previous half terms attendance, which needs to be a minimum of 90% and that the student has returned for the next half term.

COPC Student Hardship Fund: is a small hardship fund which can be used where other criteria are not met. However, this is only available in exceptional hardship circumstances and on the request of Student Support staff.

- Eligible students, **based on the assessed need**, will receive support in kind or a cash award and they must have the minimum level of 90% attendance for any particular week, in order to receive support from this hardship fund.

Categories of Financial Support

16-19 Bursary Fund	
College Meals	Eligible student will receive £5 for every timetabled day in College to spend in college canteen.
Trips	If an essential trip has been arranged, make sure that your tutor is aware that you are in receipt of a bursary. For essential trips abroad, we may only pay for the trip deposit, and you should expect to meet any costs above this amounts yourself.
Equipment/Books	The College will provide anything that is essential for you to complete your course. However, if there are any additional equipment/books that you cannot afford, the bursary may be able to cover your costs.
UCAS Fees	If you apply to university through UCAS, we may be able to cover the cost of your online application.
Travel	If you live more than 2 miles away, you could get a travel allowance, a termly student-ticket or a subsidised bus pass to travel on one of the College-run buses to the Sixth Form College.
Interviews and Open Days	We would only support a maximum of two visits. You will have to cover the upfront costs yourself then we will refund your transport costs on production of public transport tickets and/or university interview / open day letter. If you chose to travel to an open day / interview by car we will either pay towards petrol costs (45p per mile for the first 100 miles, 25p thereafter) or will base your award on the cost of public transport; whichever is cheapest. Mileage will be calculated using the online AA Mileage Calculator or equivalent. We will not pay for overnight accommodation costs associated with visits to universities.
DBS Check (Fully funded courses ONLY)	You can apply for assistance with the paying for a DBS Check if you are on a fully funded course only.
Adult Bursary Fund	
in addition to the items above, 19+ students can get help with the following items	
Tuition Fees	In exceptional circumstance, the award will cover a proportion of your tuition fee depending on the available funds each year
Examination Fees	The award will cover up to 100% of your exam fees – only for exams which are essential for you to pass your course.
Emergency Accommodation/ Domestic Emergencies	The award will be decided on individual circumstances. Please speak to one of the Student Support Staff.
20+ Childcare	The full cost of childcare fees is not guaranteed.

	<p>Financial is only available for the course timetabled hours.</p> <p>Students may be expected to contribute towards the cost of their childcare. Students must not have a partner at home who could look after the child/children.</p> <p>The childcare provider MUST be Ofsted registered at the time of application. Any funding awarded, will be paid directly to the childcare provider.</p>
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What the College cannot pay for where your application is successful.

16-19 Bursary Fund and Adult Bursary Fund	
General living costs	mobile phone bills, accommodation, utility bills, gym membership, and social/sporting activities unrelated to your college course(s).
Petrol	if you are eligible for support with travel to and from the College, the award will be based on the cheapest and most reasonable form of public transport available. We will only contribute towards petrol costs for university/job interview transport costs.
Non-Essential Course Equipment/Kit	Some items may be required but not essential, these are items we cannot fund through the bursary.

Evidence to provide with each application.

a) 16-19 Bursary

Fund	Income threshold	Household Income Evidence	Support
Free College Meals (FCM)	In receipt of a Means-tested benefit i.e., eligible for Free School Meals	<ul style="list-style-type: none"> • Universal Credit - take home pay must be less than £7,400 a year (after tax and not including any benefits, you get) • Income Support • Income-based Jobseeker's 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit 	100% plus FCM

Discretionary Hardship	Household income Up to £35,000	<ul style="list-style-type: none"> • Last 3 (or less if claim has been made recently) full Universal Credit statements showing take-home pay and payment. • All pages of a tax credit award notice showing finalised income for 2023/24 and dependants • P60/Last 3 months or 12 weeks of pay slips • Welfare benefits letter showing current and active claim • Latest verified accounts of self-employment e.g., latest submitted tax return • Pension statement • Details of income from all other sources e.g. shares, investments, savings, rental income 	75%
Vulnerable Group	<ul style="list-style-type: none"> • In Care • Care Leaver • Receiving (PIP) or DLA) in your own right as well as ESA or UC in your own right • Receiving IS or RUC because you are financially supporting yourself and/or someone who is dependent on you and living with you, such as a child or partner. 	<ul style="list-style-type: none"> ▪ Written confirmation of your current or previous looked after status from the relevant local authority – must be on corporate letterheaded paper and signed or sent by email from the local authority. ▪ Copy of benefit award notice (e.g., DWP letter or Universal Credit statements) and additional documentation to confirm independent status e.g., tenancy agreement, child benefit letter – must be in the student’s name and address. 	<p>Up to £1,200 if studying for 30 weeks or more.</p> <p>Pro-rata basis for students studying less than 16 hours or less than 3 days/wk.</p>

Adult Bursary Fund

Fund	Income threshold	Household Income Evidence	Support
Discretionary Hardship and 20+ Childcare	Household income Up to £35,000	<ul style="list-style-type: none"> Last 3 (or less if claim has been made recently) full Universal Credit statements showing take-home pay and payment. All pages of a tax credit award notice showing finalised income for 2023/24 and dependants P60/Last 3 months or 12 weeks of pay slips Welfare benefits letter showing current and active claim Latest verified accounts of self-employment e.g., latest submitted tax return Pension statement Details of income from all other sources e.g. shares, investments, savings, rental income <p><u>20+ Childcare</u></p> <ul style="list-style-type: none"> Birth Certificates – original copies Tax credit pages showing dependents. Childcare contracts 	<p>Course fees (including exams)</p> <p>75% of costs</p> <p>COPC College Travel Award of £100 per term/ £300 per academic year Look at cost of travel per mile</p>
Advanced Student Loans Bursary – for students in receipt of the Advanced Student Loans only			
Discretionary Hardship and 20+ Childcare	Household income Up to £35,000	<ul style="list-style-type: none"> Same as above. 	75% of costs

Household Income Evidence documents provided must be for a named person at the same address.

Travel to College

Termly student passes at discounted prices are available from First Bus and Stagecoach for their public services in Portsmouth and the wider Hampshire/Sussex area.

- First Bus: <https://www.firstbus.co.uk/buy-tickets/buy-ticket> mTickets (Mobile Tickets) are available to buy in the First Bus App. Look for COPC Student tickets relevant to your area when you buy your Bus Pass. The pass is kept securely in your virtual; wallet in the First Bus app on your phone.
- Stagecoach: <https://www.stagecoachbus.com/regionaltickets/south/portsmouth-and-havant/unirider> buy your bus pass from the Stagecoach website. Issued passes are delivered to the home address and need to be shown to drivers alongside Student ID cards.

c) College Bus Services:

- PC1 (£380 per term or £1,139 per academic year) runs from Fareham, Cams Hill, Portchester, Paulsgrove, Allaway Avenue, Cosham, Hilsea and Stamshaw to our Sixth Form Campus.
- PC2 (£414 per term or £1,243 per academic year) runs from Gosport, Brockhurst, Privett and The Hard to the Sixth Form Campus.
- Lost cards. If cards are lost within the 1st 6-weeks of college, this will be replaced for free. A replacement fee of £3.00 will be charged for a card replacement from week 7.

Travel support is available for some students living further afield (10 miles+) including the **Isle of Wight** and **Gosport**.

Students who are entitled to 100% support will receive the full bursary for their cost of travel to attend college. Bursary applications are means tested and funds are limited – applications should be made as early as possible.

Students who are not eligible for bursary support can purchase travel passes through the College for the below services at a partially subsidised price:

- a) PC1
- b) PC2
- c) Isle of Wight Wightlink
- d) Isle of Wight Hovertravel

Local Authority funded transport assistance

Students with learning difficulties and disabilities under the age of 19 may get help with transport costs from their Local Education Authority (LEA)*.

**Contact your LEA for further information.*

If you live in the Portsmouth area with a postcode of PO1-PO6 you should apply to Portsmouth City Council. You can apply by either calling 02392 841 238 or [School transport and travel - Portsmouth City Council](#)

Students who reside in all other postcodes in Hampshire should apply to Hampshire County Council. You can apply by either calling 01962 846924 or [Eligibility and how to apply | Hampshire County Council \(hants.gov.uk\)](#)

7. Bursary Application process:

To make an application for financial support in 2024/25, students will need to complete an application on the online bursary portal called PayMyStudent, which can be accessed on the College website. This is cloud-based, so can be used on any device: PC, laptop, tablet, and mobile phone. Students will receive more information about this in their welcome pack.

Access to PayMyStudent is only available once you have made an application for a course or fully enrolled with the College.

Students can register and apply for student finance on our online application portal at <https://COPC.paymystudent.com/portal/>

The Student Finance team have put together some guides to the application process on PayMyStudent, and examples of evidence required for your application.

Please click on the links below to view the documents:

16-19 Bursary Fund Guide 2024/25

Adult Bursary Fund Guide 2024/25

[Quick guide to applying for the bursary 2024/25](#)

Students will have access to the progress of their application when they login to the portal. Applications will only be considered if they meet the eligibility criteria and submit relevant and accurate evidence.

Students need to apply as soon as possible, as there is no guarantee that funds will be available even though they might fit the eligibility criteria. (This does not apply to the 16-19 Vulnerable Bursary).

8. 20+ Childcare Bursary Application Process

All students will need to complete a new application, to include those progressing or new. Priority will be given to students in the following order:

1. Students in receipt of COPC Childcare Bursary or Care to Learn childcare funding in 2022/23 and progressing in 2023/24
2. Other progressing COPC students
3. Students new to COPC

Students will need to find a suitable childcare provider appropriate to their requirements. The provider must be OFSTED registered and hold Public Liability Insurance.

Successful applicants will be required to submit a dated and signed "Childcare Provider" form, which must be completed by the childcare provider. This form lays out our terms and conditions for payment of the bursary to the childcare provider.

Payment of the 20+ childcare bursary will be 1 month in arrears and based on invoices provided by the childcare provider and the student's eligibility/entitlement.

The Childcare Bursary will contribute towards the costs of childcare; students are personally liable for any childcare fees which exceeds the amount given by the college.

To continue to receive the Childcare Bursary, the student must have a regular minimum attendance of 90% for each half term. If a student is not able to attend college due to sickness or medical reasons, they must get authorised absence and provide appropriate evidence, failure to do this will result in non-payment to the childcare provider.

If there are any special circumstances, the student should be referred to Student Support Staff.

Childcare providers:

All childcare providers will:

- complete and sign the childcare provider form, providing details of their Ofsted registration number, insurance details and Bank Account details.
- read our terms and conditions and note that the bursary is dependent on the student attending college for a minimum of 90% each half term.
- notify the College if a child has been absent for more than one week or ceases to use their facilities.

- acknowledge that childcare payments are made one month in arrears, based on the previous half term's attendance.

The College will, in turn:

- confirm in writing, the student's bursary entitlement per child, per week and when the payment will be made – this will include a payment schedule.
- pay a two-week buffer for childcare places that have been kept open for a student who has been withdrawn from the college and the student has not informed the childcare provider.
- send notification if the student is in breach of their attendance criteria, as this will affect payment.
- Pay the bursary contribution by BACS transfer to the childcare providers bank account.

How the Bursary is Paid

- Our preferred method of payment will be by electronic bank transfer into a confirmed Bank Account.
- We prefer to pay to the student direct and encourage students to have the own bank accounts.
- All payments for childcare will be made to the childcare provider, we do not pay the student or reimburse students for childcare expenses.
- The bursary contribution towards essential course related costs (uniform, books, UCAS, essential trips and visits, etc.) can only be processed with a receipt/proof of purchase.
- Refunds can only be given after lessons have started in September.
- Termly travel tickets are provided in the form of mobile tickets, which must be uploaded on the appropriate bus ticket app.
- Funds for the Free College Meals will be accessible via the student ID card and students at the Arundel Campus will be provided with a supermarket voucher.
- The College will purchase essential items needed for students in the Vulnerable group.

Conditions

- Student Financial Assistance is provided by the ESFA; this is a limited sum of money that offers no guaranteed right to assistance.
- Any equipment purchased remains the property of COPC.
- The following conditions will be clearly indicated to the student of the funding award on the application form; Financial Assistance is granted on the following conditions; there is a proven need for Financial Assistance, that attendance records are good, and college expectations in line with the COPC standard are being met. If at any time, attendance, work, or behaviour is unsatisfactory, the funding may be withdrawn or suspended.
- The information and proof of benefit/income provided must be correct and complete to the best of the student/parent/carer's knowledge. Giving any false or incomplete information which may lead to wrongfully claiming financial help from the College, may result in any future assistance being stopped and any incorrectly paid funds being recovered. Using false information may result in a referral to the police.
- COPC will process data related to applications for financial support in accordance with the student's Learning Agreement. HSDC is committed to protecting personal information in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- Students cannot apply for Financial Assistance, VB or ALLB if they are:
 - Under 16 at 31 August 2022 (with the exception of home-schooled 14–16-year-olds)
 - Enrolled on a Higher Education course
- On a waged Apprenticeship or In Prison or a Young Offender Institution serving a custodial sentence, have been released from a custodial sentence on a temporary licence or have been remanded to a secure institution.

9. Attendance

The College require an attendance level of 90% to continue to receive the bursary.

It's important that students attend all their classes and that they arrive on time. We have found that students who miss classes and/or arrive late find it hard to achieve their goals. Late arrivals can disrupt classes and make it hard for other students to keep focus.

Poor attendance to classes can also lead to courses being withdrawn, and no longer being available to students.

If a student is unable to attend class due to illness or another essential reason, they must inform the College by phoning the contact number given to them.

We expect students to catch up on work they have missed, and they will need to decide with their tutor/teacher to do this. If a student misses too many classes, they could be withdrawn from the course and will not be able to complete the course.

If a student feels the course isn't meeting their needs, or feel they need support, they should speak to their tutor/teacher or the learning support advisor at their campus, who will be able to help.

10. Appeal process:

Links to application forms to appeal the outcome of a bursary application can be found on PayMyStudent or on the Appeals section of the Student Finance page of the College website: [Fees and financial support | City of Portsmouth College \(city-of-portsmouth-college.ac.uk\)](#)

Stage One

Where a student has made an application for financial support, they can appeal in the following circumstances:

- Their application has been declined.
 - They disagree with the outcome of their application.
 - Where payments have been withheld.
1. Appeals against decisions must be raised in writing to the Assistant Principal with responsibility for Student Finance within 10 days of the decision being notified. Appeals are acknowledged within 3 working days of receipt and aim to be resolved within 14 working days.
 2. An appeal must contain sufficient information or evidence for the appeals panel to review the case and come to a decision. If an appeal does not contain sufficient information, the Assistant Principal will advise the applicant to resubmit the appeal with the required information or evidence. The student will have an additional 7 working days to do this.
 3. The Assistant Principal will examine and weigh up the information or evidence and reach a decision regarding the outcome of the appeal.
 4. Attendance records, Progress reports, General conduct and Disciplinary records may be considered as part of the appeal:

Depending on the nature of the appeal:

- The appeal may be upheld.
- The appeal may be partially upheld.

-
- The appeal may be rejected.

The decision of the appeals panel will be communicated to the applicant within 5 working days of a decision; the decision is final and binding. The Student Finance Team will maintain a record of the outcome of all appeals for 6 years after the date of the appeal.

Stage Two: Should this issue not be resolved at this stage the student/parent/carer should put their appeal in writing to the Vice Principal – Student Experience within 4 weeks of the decision. The student/parent/carer should explain what is being appealed and why they are dissatisfied with the outcome of their appeal.

Additional evidence may be required. The claim may be reassessed, and the student informed of the decision in writing within 21 working days of receipt of the letter.

The decision of the Vice Principal is final and binding, and this will be communicated to the applicant within 5 working days of a decision. The Student Finance Team will maintain a record of the outcome of all appeals for 6 years after the date of the appeal.

11. Annex

Categories of residency eligibility

Students will have an eligible residency status if they meet the conditions laid out in one of the following sections:

- UK nationals and other persons with right of abode
- UK nationals or other person with a right of abode have an eligible residency status if they have been ordinarily resident in the UK or the British Overseas Territories, or the Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning.
- UK nationals in the EEA and Switzerland
- UK nationals and their family members who:
 - resided in the EEA or Switzerland by 31 December 2020 (or resident in the UK, having moved there from the EEA or Switzerland after 31 December 2017), and
 - resided in the EEA, Switzerland, Gibraltar, or the UK for at least the previous 3 years on the first day of learning and
 - remained ordinarily resident in the UK, Gibraltar, the EEA or Switzerland between 31 December 2020 and the start of the course and
 - the course starts before 1 January 2028
- Within the EEA countries and territories, a “family member” for these purposes is either:
 - the husband, wife, civil partner of the UK national (principal) or
 - the child, grandchild, spouse’s child, or spouse’s grandchild of the UK national (principal) who is either
 - under 21, or
 - dependant on the principal and/or his/her spouse

- EEA and Switzerland nationals in the UK with EU Settlement Scheme
EEA and Switzerland nationals have an eligible residency status if they have obtained either pre-settled or settled status under EUSS and have lived continuously in the EEA, Switzerland, Gibraltar, or the UK for at least the previous 3 years on the first day of learning.

Although the deadline for most people to apply to EUSS was 30 June 2021, there may be individuals who have reasonable grounds for making a late application to EUSS and there may also be some individuals who have made an EUSS application on time but are still waiting on a final decision on their status from the Home Office, including those that have lodged an appeal. Once a valid application has been made to EUSS (evidenced by receipt of a certificate of application), the applicant will have temporary protection, pending the outcome of that application.

- Family members of EU nationals
A family member of an EU national is eligible for funding if:
 - where required to do so, they have obtained pre-settled or settled status under EUSS and
 - the EU national (principal) has obtained pre-settled or settled status under EUSS and has been ordinarily resident in the UK, EEA and/or Switzerland for at least the previous 3 years on the first day of learning.

A “family member” for these purposes is either:

- the husband, wife, civil partner of the EU national (principal) or
 - the child, grandchild, spouse’s child, or spouse’s grandchild of the EU national (principal) who is either:
 - under 21, or
 - dependant on the principal and/or his/her spouse, or
 - the dependant parent or grandparent of the principal or of the principal’s spouse
- Irish citizens in UK or Republic of Ireland
Irish citizens in the UK or Republic of Ireland have an eligible residency status if they have been ordinarily resident in the UK and Islands, and/or Republic of Ireland for at least the previous 3 years on the first day of learning.
 - Irish citizens in EEA and Switzerland
Irish citizens have an eligible residency status if they:
 - resided in the EEA or Switzerland by 31 December 2020 (or resident in the UK, having moved to the UK from EEA or Switzerland after 31 December 2017), and
 - resided in the EEA, Switzerland, Gibraltar, or the UK for at least the previous 3 years on the first day of learning and
 - remained ordinarily resident in the UK, Gibraltar, the EEA or Switzerland between 31 December 2020 and the start of the course and
 - the course starts before January 2028
 - Other non-UK nationals
Non-UK nationals have an eligible residency status if they have been ordinarily resident in the UK and Islands for at least the previous 3 years on the first day of learning and:
 - have permission granted by the UK government to live in the UK and such permission is not for educational purposes only, or
 - have obtained pre-settled or settled status under EUSS

- **Family members of an eligible person of Northern Ireland**
Family members of an eligible person of Northern Ireland have an eligible residency status if:
 - they have been living in the UK by 31 December 2020, and
 - they have obtained pre-settled or settled status under EUSS, and
 - the eligible person of Northern Ireland (principal) has been ordinarily resident in the UK by 31 December 2020, for at least the previous 3 years on the first day of learning
 A “family member” for these purposes is either:
 - the husband, wife, civil partner of person of Northern Ireland (principal) or
 - the child, grandchild, spouse’s child, or spouse’s grandchild of principal who is either
 - under 21, or
 - dependant on the principal and/or his/her spouse, or
 - the dependant parent or grandparent of the principal or of the principal’s spouse

- **Joining family members under the EU Settlement Scheme**
Family members of an EEA or Swiss national can apply to EUSS after 30 June 2021, if they are joining them in the UK on or after 1 April 2021. They have 3 months to apply to EUSS from the date they arrive in the UK. They will have temporary protection and therefore be eligible for funding during those 3 months and pending the outcome of any EUSS application made during that period (and of any appeal).
The joining family member must also be ordinarily resident in the UK, Gibraltar, EEA, and/or Switzerland for at least the previous 3 years on the first day of learning.

- **Individuals with certain types of immigration status and their family members**
Individuals with any of the statuses listed below, or leave under the listed schemes, has an eligible residency status and is exempt from the 3-year residency requirement rule. In relation to these categories, you must have seen the student’s immigration permission. This would include the biometric residence permit (BRP) and in some cases an accompanying letter from the Home Office.
 - refugee status
 - Discretionary leave to enter or remain
 - Exceptional leave to enter or remain
 - Indefinite leave to enter or remain
 - Humanitarian protection
 - leave outside the rules
 - Ukraine schemes:
 - individuals with leave to enter or remain in the UK under the Ukraine Family Scheme
 - individuals with leave to enter or remain in the UK under the Ukraine Sponsorship Scheme (Homes for Ukraine)
 - individuals with leave to enter or remain in the UK under the Ukraine Extension Scheme
 - the husband, wife, civil partner, or child of anyone in the first 7 bullet points of this list
 - Section 67 of the Immigration Act 2016 leave
 - Calais leave to remain
 - Afghanistan schemes:
 - British Nationals evacuated from Afghanistan under Operation Pitting
 - British Nationals evacuated from Afghanistan by the UK government before 6 January 2022

- Children of Turkish workers

A child of a Turkish worker is eligible if both the following apply:

- the Turkish worker is ordinarily resident in the UK on or before 31 December 2020 and has Turkish European Community Association Agreement (ECAA) rights or extended ECAA leave and
- the child has been ordinarily resident in the UK, EEA and/or Turkey for at least the previous 3 years on the first day of learning and is resident in the UK on or before 31 December 2020

- Asylum seekers

Asylum seekers are eligible to receive funding if they:

- have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or
- are receiving local authority support under [section 23C](#) or [section 23CA of the Children Act 1989](#) or the [Care Act 2014](#)

An individual who has been refused asylum will be eligible if:

- they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or
- they are granted support for themselves under [section 4 of the Immigration and Asylum Act 1999](#), or
- are receiving local authority support for themselves under [section 23C](#) or [section 23CA of the Children Act 1989](#)

- Persons granted stateless leave

A person granted stateless leave is a person who:

- has extant leave to remain as a stateless person under the immigration rules (within the meaning given in section 33(1) of the Immigration Act 1971), and has been ordinarily resident in the UK and Islands throughout the period since the person was granted such leave
- To have an eligible residency status, a stateless person must:
- be ordinarily resident in the UK on the first day of the first funding year of the course, and
 - have been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course

Certain family members are also eligible under this category if:

- the spouse or civil partner of a person granted stateless leave (and who was the spouse or civil partner of that person on the leave application date), who is ordinarily resident in the UK on the first day of the first funding year of the course, and who has been ordinarily resident in the UK and Islands throughout the 3-year period preceding the first day of the first funding year of the course, or
- the child of a stateless person or of the stateless person's spouse or civil partner (and who was the child of that stateless person or the child of the stateless person's spouse or civil partner on the leave application date), was under 18 on the leave application date, is ordinarily resident in the UK on the first day of the first funding year of the course, and has been ordinarily resident in the UK and Islands throughout the 3 year period preceding the first day of the first funding year of the course

“Leave application date” means the date on which a person is granted stateless leave made an application to remain in the UK as a stateless person under the immigration rules (within the meaning given in section 33(1) of the Immigration Act 1971).

Individuals who are not eligible for funding

We cannot claim bursary funds for individuals who do not meet the eligibility criteria set out in the ESFA's [residency eligibility](#) section. Examples of individuals who do not meet the eligibility criteria include the following. Please note this list is not exhaustive:

- those who are here without authority or lawful status.
- those who are resident in the UK on a student visa unless they are eligible through meeting any other of the categories described above.
- those who are in the UK on holiday, with or without a visa.
- any family member of a person granted a student visa, who have been given immigration permission to stay in the UK and have not been ordinarily resident in the UK for the previous 3 years on the first day of learning.
- those whose biometric residence permit or residence permit imposes a study prohibition or restriction on the individual.

12. Review

This policy will be subject to annual review.

The Bursary Funds spend, and budgets are reviewed monthly through the College Financial Review process.

13. Roles and Responsibilities

The College's Senior Management Team will monitor the implementation of the policy and:

- Ensure that staff are aware and comply with procedures.
- Actively promote this policy
- Take corrective actions when issues for improvement are identified.

14. Related Policies

College Admissions Policy
College Attendance Policy
Student Code of Conduct Policy
College Finance Regulations Policy
College Equality, Equity, Diversity & Inclusion Policy