



TyneCoastCollege

Bursary Policy 2026-2027

This policy is available on-line at: www.tynecoast.ac.uk

- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Head of Student Services, Inclusion and Safeguarding
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

Approved by:	Version:	Issue Date:	Review Date:	Contact Person:
Executive Group, EDI&B Group, F&R, Board	16	July 2026	July 2027	Head of Student Services, Inclusion and Safeguarding

POLICY NUMBER 1

Bursary Policy

1 Policy Statement

Tyne Coast College promotes equality, diversity, inclusion and social mobility, this Policy covers College bursary funding which is designed to help support students who face the greatest barriers to continuing in education or training post-16. The Policy outlines the College's statutory responsibilities with regards to the administration and distribution of the fund as well as student eligibility.

This policy covers the following financial student support funds which are available to eligible students. Students who apply for funds will be assessed and funds awarded based on individual financial need. The College receives an allocation to enable the provision of 16-19 Bursary Fund and AEB Learner Support Fund. For ease of reference the finite detail of eligibility is outlined in Appendix 1.

2 Aim

The aim of the funds is to assist eligible students to take part in or continue in learning. All payments are subject to satisfactory feedback from a course tutor, having an attendance record of at least 85%¹ and be up to date with course work.

3 Eligibility

3.1 To qualify **all** students must be studying on a course that is subject to inspection by a public body such as Ofsted, the course must be funded directly by the Department of Education or the Adult Skills Fund (ASF) and in addition satisfy the following criteria:

- A 'home' student who meets the residency requirements.
- Must be aged 16 or over but under 19 on the 31st August 2026.
- Be on a full-time course and/or substantial part-time course
- Be in receipt of income assessed state benefits/tax credits (including Universal Credits) or have an annual gross household income of:
 - For **16-19 students (or have an EHCP)** - £40,000 and below.
 - For **19+ students (AEB)** - £30,000 or below
 - Have an entitlement to Free College Meals

3.2 Students on apprenticeship programmes, any waged training, or are employed, rather than in education, are not eligible for the 16 to 19 Bursary Fund. Higher Education students are also not eligible to receive access to the Further Education fund.

3.3 Students studying on the Marine Pre-cadetship or a Tyne Met specialist sport course (Football/Rugby) aged 16-18 or a 19+ continuer will be able to apply for the Residential

¹ We understand that some students may not be able to achieve 85% attendance due to exceptional circumstances and therefore eligibility regarding attendance may be looked at on an individual basis. The attendance threshold is set across the whole study programme and includes English and maths and Personal development where applicable.

Bursary for help towards Halls of Residence fees. This can be applied for directly with Winterbottom Halls staff. Their home/parental address must be more than one hour per single journey from the college, to be eligible for residential bursary support.

- 3.4 In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are considered when decisions are made.
- 3.5 Awards must be utilised within 30 days of notification otherwise they may be subject to redistribution to subsequent eligible students.
- 3.6 Accompanied asylum-seeking children (with agreed asylum) are eligible for college 16-18 bursary but awards must be made in kind and under no circumstances should any cash be given, unless unaccompanied. Unaccompanied asylum-seeking children have an automatic status as Child in Care (CIC), which means they can be awarded the Vulnerable Bursary. Students who are asylum seekers and aged 19+ are eligible for support and can be awarded in cash.
- 3.7 Supporting industry placements: students undertaking industry placements who are not already eligible for bursary and are facing financial difficulties due to incurring extra participation costs, can access travel support during that period, are required to complete the placement module of their course.
- 3.8 We do not expect students on distance learning provision to need help from the bursary fund because they do not have the kind of costs the bursary is intended to cover (travel, equipment and uniforms, for example). In the rare instances where an institution identifies such a student does require financial help, you should provide support in-kind. An example could be providing a temporary travel pass for the student to attend exams.

4 Payments and Application

- 4.1 Students will be expected to complete an online application form for all funds, including uploading evidence to support the relevant criteria.
- 4.2 The College will seek to make payments in kind, for example by providing a travel pass, food voucher. Where this is not possible and a cash payment must be made, this will be sent to the student's personal bank account. Where payments are made, it is good practice to make these on a regular basis (weekly, for example) as this will help students to manage their finances more effectively. It also means that if a student has a payment deducted due to poor attendance and failing to meet the conditions we have set, they will not be left with the reduced amount of financial support for a long period.
- 4.3 The College will make regular payments to students which may vary alongside the students' needs to help them manage their finances and support their regular attendance at college.
- 4.4. The college will not make large or lump sum payments to students.

- 4.5. The college will award students based on their participation needs and not make flat or fixed rate payments to students that do not reflect the actual costs they face.

5 Responsibilities

- The Head of Student Services and Safeguarding, alongside the Head of Finance are accountable for the implementation of the policy and responsibility for ensuring funds are administered in line with the DfE Funding Guidance.
- Curriculum departments are responsible for publishing an annual statement outlining mandatory requirements for courses which will include kit, equipment, uniform, mandatory visits and trips, UCAS fees or other mandatory course related costs.
- The Student Finance Team Leader, supported by the Student Finance Officers, are responsible for assessing applications and administering all funds.
- All staff are responsible for promoting college Bursary funds to ensure all students are aware of what support is available for them to access whilst at college.

6 Monitoring & Evaluation

- 6.1 The College will implement administration procedures that record bursary applications and awards (including the number, value, purpose, whether awarded or not, and a brief justification).
- 6.2 The effective use of the funds will be monitored and evaluated through:
- Internal audit – annual
 - DfE annual returns and audit
 - Feedback from students
 - Effectiveness of forecasting and budget monitoring
 - Annual review of this policy

7 Appeals

- 7.1 Students/Parents dissatisfied with the award made or the refusal of a regular payment based on attendance, achievement and conduct can make a formal appeal in writing to the Student Finance Team Leader.
- 7.2 Appeals will be considered by an independent panel consisting of at least two additional members of staff one of which must be either an Assistant Principal or Head of Student Services and Safeguarding.

8 Related Documents

College Charter.
Student Behaviour Policy.
Student Fund Application Form.

Appendix 1

A. Eligibility Criteria for all Support Funds

Support for Students aged 16-19 (or students aged 19-24 with an EHCP)	Support for Students aged 19 and over
In considering support for students under all sections of Appendix 1 of this policy, a student must: • Be aged 16 or over but under 19 on 31 August 2026 or • Be aged 19 or over at the 31 August 2026 and have an Education, Health Care Plan (EHCP) or • Be aged 19 or over on 31 August 2026 and continuing a level 3 study programme that they began aged 16-18yrs • Be a Young carer • Be enrolled on a full-time course or substantial part time course (awards will be awarded pro-rata) • Have an attendance record of at least 85% and receive a satisfactory tutor report	In considering support for students under all parts of Appendix 1 of this policy, a student must: • Be aged 19 or over on 31 August 2026 • Be enrolled on a full-time course or substantial part time course • Have an attendance record of at least 85% and receive a satisfactory tutor report

B. Vulnerable Bursary Scheme – Students in Care/Care Leavers

Support for Students aged 16-19 (or students aged 19-24 with an EHCP)	Support for Students aged 19 and over
Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for the Vulnerable Bursary Scheme: - in care - be a care leaver A 'care leaver' is defined as: - a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or - a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16 - in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially support themselves and someone who is dependent on them such as a child or partner. - Receiving Disability Living Allowance or Personal Independence payment in their own name , alongside Employment and Support Allowance or Universal Credit in their own right. Receipt of DLA or PIP alone does not meet the criteria. • The maximum amount of bursary is £1,200 (pro-rata) and based on participation need. • A student receiving support under the Vulnerable Bursary Scheme will not be eligible to receive support via any other bursary schemes operated by the College, unless the College deem there to be exceptional circumstances. • Subject to meeting, and continuing to meet, the above eligibility criteria, the	. - Students aged 19 or over are not entitled to vulnerable bursary.

college will pay the Vulnerable Bursary in weekly payments to students.

*Funding is subject to eligibility and participation requirements

. Students who are in this vulnerable group are not automatically entitled to the bursary.

C. Hardship Bursary Scheme

Support for Students aged 16-19 (or students aged 19-24 with an EHCP)	Support for Students aged 19 and over
Students who meet the eligibility criteria set in section A and have a gross household income of less than £40,000 in the previous tax year may be eligible for support under this scheme. The scheme seeks to support the essential costs for the following course related costs: • Uniform, books, course equipment or specialist clothing such as protective overalls (internally recharged to department, not paid direct to student) • Mandatory extra-curricular costs • Essential trips • Work Placement costs/Industry Placement costs • University trips/visits/UCAS Fees • Subject to meeting the above criteria the College will seek to the pay the discretionary fund in weekly payments across the academic year or as a one off payment depending on what is required. • top-up to Care to Learn funding for childcare, where necessary and appropriate for 14-18 year olds. • • In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are taken in to account when decisions are made. • The bursary fund is not intended to provide learning support or pastoral services that you give to	Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for the 19+ Scheme: • Studying up to Level 2 • Aged 19 or over on first Level 3 course • have a gross household income of less than £30,000 may be eligible for support under this scheme. The scheme seeks to support the costs of the following course related costs: • Course related costs including books trips and course equipment. (Internally recharged to department, not paid directly to student) • Transport Costs - Subject to meeting the above criteria the College will seek to the pay the discretionary fund in weekly payments across the academic year or as a one off payment depending on what is required. • Hardship funding – general financial support for financially disadvantaged learners to support participation learning • 20+ childcare funding – for learners aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs • Care to Learn top up for 19-year-olds • Residential Access funding – to support DfE funded ASF learners (set out in the who we fund section) where they need to live away from home in order to access provision • ICT devices and connectivity – to support disadvantaged learners

students, for example, counselling or mentoring. Nor should it be used to support non-essential extra-curricular activities or living costs (for example, rent, bills, wi-fi and so on).

- Specialist tuition provided by external organisations, courses that are externally delivered and certified and using bursary for operational costs other than bursary admin **are deemed as ineligible purchases**.

who cannot undertake online delivery without this provision

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- In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are taken in to account when decisions are made.

Hardship funds can be used for the following:

- course-related costs, including course trips, books and equipment (where costs are not included in the funding rate)
- support with domestic emergencies and emergency accommodation provided by others, or by providing items or services or cash direct to the learner, this can be in the form of a grant or repayable loan provided by you
- transport costs (but not make a block contribution to post-16 transport partnerships or routinely fund transport costs covered in the local authority's legal duty for learners of sixth form age)
- examination fees
- accreditation fees, professional membership fees and any fees or charges due to external bodies
- registration fees

D. Free College Meal Scheme

Support for Students aged 16-19 (or students aged 19-24 with an EHCP)	Support for Students aged 19 and over
Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for Free College Meals: - 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 - Universal Credit with net earnings not exceeding the equivalent of £7,400 each year (after tax and not including any benefits they get) • Subject to meeting the above criteria the College will seek to provide £5.00 per day of study by electronic transfer to the student ID card. Transitional protections for free meals are ending at the end of the 2025 to 2026 academic year. To receive free meals from the start of the 2026 to 2027 academic year, students (or their families) must meet the eligibility criteria. Ongoing eligibility should be monitored through rechecks of eligibility, taking place once a year. Eligibility will be checked annually or where circumstances change	Students aged 19 and over are not eligible for the Free College Meal Scheme unless the student has an Education Health Care Plan. • Where the College deems a student's circumstances exceptional, meals will be provided for students aged 19+ via the Hardship fund. • 19+ students, studying a full-time course can be awarded meal allowance; this will be funded by the 19+ Adult Skills Fund

E. Travel Support Scheme

Support for Students aged 16-19 (or students aged 19-24 with an EHCP)	Support for Students aged 19 and over
Students who meet the eligibility criteria set in section A and have a gross household income of less than £40,000 in the previous tax year may be eligible for support under this scheme. • Students eligible for support from the bursary must live more than one mile away from their chosen site of study to be eligible for travel funding from the college bursary. • Subject to meeting the above criteria the College will seek to provide a travel cost in line with timetabled days, times and distance travelled. This will be assessed on an individual basis. • The college will seek to provide travel assistance to those eligible students who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND). The college will provide support in the form of a four weekly bus pass. Students are required to submit up to date, written supporting evidence from a doctor or other relevant health professional, stating specifically that the student is unable to travel independently, along with the application form.	Students who satisfy the eligibility criteria set out in Section A and C may be eligible for support under this scheme. • Students eligible for support from the bursary must live more than one mile away from their chosen site of study to be eligible for free travel vouchers. • Subject to meeting the above criteria the College will seek to provide a travel cost in line with timetabled days, times and distance travelled. This will be assessed on an individual basis and paid weekly. • The college will seek to provide travel assistance to those eligible students aged 19-24 who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND). The college will provide support in the form of a four weekly bus pass. Students are required to submit up to date, written supporting evidence from a doctor or other relevant health professional, stating specifically that the student is unable to travel independently, along with the application form.

F. Childcare Support Scheme

Support for Students Under 20	Support for Students over 20
- Students aged under 20 at the start of their course, may be eligible to apply for the Government's "Care to Learn" Scheme - The Care to Learn Scheme is not a Tyne Coast College Scheme, but guidance on the application process and eligibility criteria can be obtained from the Student Finance Team Leader on 0191 229 5211 Students aged 16-19 on the 31st August 2026 may be eligible for support with childcare costs if they satisfy the General Eligibility Criteria in Section A and C. There is no entitlement to Childcare support and each application will be assessed on an individual basis. The support to eligible students will be provided on the following basis: - The childcare provider who is receiving payment via the Student Support Fund must be registered with Ofsted. - Where students are required to pay retainer fees to retain the place in the nursery in non-term time, for example Christmas, Easter, half terms, it is mandatory that this information is reflected in any application of childcare support. - The College will only pay a retainer fee, which equates to no more than 50% of the fees normally incurred in term time. - If a student engages in employment during the non-term times, they are not eligible to receive support via the Student Support Fund during the period of employment. - Childcare payments are normally available only to support attendance at College classes/tutorials/placements except for retainer fees. In exceptional circumstances the College may consider an extension to this to allow completion of academic work. - The College payments will be solely for childcare and there will be no payment for penalty charges which are levied by some providers (e.g. late payment fees). Where insufficient notice is provided to the Childcare provider by	- Students aged 20 and above on the 31st August 2026 may be eligible for support with childcare costs if they satisfy the General Eligibility Criteria in Section A and C. There is no entitlement to Childcare support and each application will be assessed on an individual basis. - The support to eligible students will be provided on the following basis: - The childcare provider who is receiving payment via the Student Support Fund must be registered with Ofsted. - Where students are required to pay retainer fees to retain the place in the nursery in non-term time, for example Christmas, Easter, half terms, it is vital that this information is reflected in any application of childcare support. - The College will only pay a retainer fee, which equates to no more than 50% of the fees normally incurred in term time. - If a student engages in employment during the non-term times, they are not eligible to receive support via the Student Support Fund during the period of employment. - Childcare payments are normally available only to support attendance at College classes/tutorials/placements with the exception of retainer fees. In exceptional circumstances the College may consider an extension to this to allow completion of academic work. - The College payments will be solely for childcare and there will be no payment for penalty charges which are levied by some providers (e.g. late payment fees). Where insufficient notice is provided to the Childcare provider by the parents, the College will not meet the payment for this notice period. - Each household will be limited to a maximum childcare support of £180 per child/per week, for a maximum of two children. The student will be liable for

the parents, the College will not meet the payment for this notice period.

- Each household will be limited to a maximum childcare support of £180 per child/per week for a maximum of two children.

any childcare costs incurred over and above the stated limits.

Temporary Addendum to Bursary Policy

Purpose

Tyne Coast College is committed to inclusion and providing support to those students who face financial hardship. Therefore, Tyne Coast College has made a temporary extension of the Eligibility Criteria to include two further groups of students where financial hardship may be experienced as a result of external factors. Those factors include:

- Financial hardship as a result of the ongoing cost of living crisis.
- long-term mental health or financial vulnerability

Aim

The aim of the extension of the criteria is to assist eligible students to take part in or continue in learning. All payments are subject to satisfactory feedback from a course tutor, a course attendance record of at least 85%² and be up to date with course work.

Eligibility

To qualify **all** students must be studying on a course that is subject to inspection by a public body such as Ofsted, the course must be funded directly by DfE or the Adult Skills Fund (ASF) and in addition satisfy the following criteria:

- A 'home' student who meets the residency requirements;
- Meet the age requirements of the fund;
- Be on a full-time course and/or substantial part-time course
- Be in receipt of income assessed state benefits/tax credits (including Universal Credits) or have an annual gross household income of:
 - For **16-19 students (or 19-24 with an EHCP)** - £40,000 and below **or be able to demonstrate financial hardship as a result of the ongoing cost of living crisis.**
 - For **19+ students (AEB)** - £30,000 or below **or be able to demonstrate financial hardship as a result of the ongoing cost of living crisis.**

All other arrangements remain in accordance with the Tyne Coast College 2025/26 Bursary Policy.

The College reserves the right to decline applications where evidence to support the extended criteria is not available.

Equality, Diversity and Inclusion

² We understand that some students may not be able to achieve 85% attendance due to exceptional circumstances and therefore eligibility regarding attendance may be looked at on an individual basis. The attendance threshold is set across the whole study programme and includes English and maths and Personal development where applicable.

We as a college community are focused on ensuring that those minority groups within society who are more likely to experience discrimination and are protected by the Equality Act 2010 do not experience unfair discrimination, harassment or victimisation while working at, studying at or visiting Tyne Coast College.

The Bursary Policy has been written and complies with the following **Protected Characteristics** (please tick all that apply):

Age	☒
Disability	☒
Gender reassignment	☒
Marriage or Civil Partnership (in employment only)	☒
Pregnancy and Maternity	☒
Race	☒
Religion or Belief	☒
Sex	☒
Sexual Orientation	☒

Full description of **Protected Characteristics** can be found in the Equality, Diversity and Inclusion Policy

Name of Person responsible for Policy	Nicola Aris
Signed	
Date Reviewed	12/05/26