

Financial Support Guidelines

Northstowe Sixth Form College is committed to helping students overcome financial barriers to successful participation and completion of their studies. The College receives government grants each academic year specifically to provide financial support to students.

When enrolling on a course at Northstowe Sixth Form College, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare. To ensure that finance is not a barrier to learning, funding is available to support students from a low-income household. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £30,000. Also, that you have lived in the UK or the EEA for the past three years.

Northstowe Sixth Form College is committed to providing support where it is available, and we would actively encourage students to apply for possible support as soon as they can. Northstowe Sixth Form College administers these funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the College's eligibility criteria. There are different funds available to help different groups of students and the rules for each are different. Therefore, please be aware that each award is individual to your circumstances and may be different to others. As funds are limited, it may be necessary to close a bursary at any point during the academic year.

For more information on the 16-19 Bursaries, please visit the Government website:
<https://www.gov.uk/1619-bursary-fund>

What to do next:

The applicant should complete all relevant sections on the application form. Please supply recent photocopies of appropriate evidence dated within last six months. To be eligible for financial support you will need to demonstrate an annual household income ordinarily below £30,000 (gross taxable income). Please supply a recent photocopy of the full document(s) that are applicable to the household that you live in (dated within the last six months). The preferable form of financial proof is either Universal Credit awards notice for the past three consecutive months or a Tax Credit Awards Notice (TCAN) starting 06 April 2025 or Tax Credit Annual review ending 31st July 2025. If you do not have any of the evidence, proof of household income under £30,000 must be supplied. This can either be done by providing the last three months' bank statements and wage slips for each working

member of the household. For those who are self-employed, a photocopy of the Self-Assessment Tax Return or a letter from your accountant stating the projected earnings for 2024/2025 will be required.

Free Meals

These are available to learners under 19 on 31st August 2025, who are from a household in receipt of the following benefits; Income Support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance (ESA); Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit; Child and/or Working Tax Credit and the household annual gross income has been assessed as below £16,190; Working Tax Credit run-on-paid for 4 weeks after someone stops qualifying for Working Tax Credit; Universal Credit with net earnings not exceeding £7,400 pa. Also available for learners students aged 19 or over if they are continuing on a study programme they began aged 16 to 18 (19+ Continuers) or have an Education Health Care Plan.

We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: sixthform@northstowe.education

Please return all completed applications to Mrs Bishop, Post 16 Support Officer. We actively encourage that all applications should be made via e-mailing sixthform@northstowe.education

All information will be treated in the strictest confidence.

Terms of Support

By submitting an application, you agree to the following terms of support:

- Attendance will be monitored and must be at least 95% with all absences explained
- Student behaviour should be acceptable in line with the College's Policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made.

Disbursements

Bursaries for young people in defined vulnerable groups

Monthly payments are available up to a maximum of £1,200 for the academic year for students aged over 16 but under 19 on 1 September 2025 who specifically are:

- In or recently left local authority care
- You receive Income Support and/or Universal Credit in your own name
- receiving Disability Living Allowance or Personal Independence Payments in your own name as well as Employment and Support Allowance or Universal Credit in your own name.

Any other fees essential to the course will be deducted and the remainder will be paid equally each month, during term time, into the student's bank account.

16 – 18 Discretionary Bursary

Disbursements from the Discretionary Bursary will be made as per the following table:

Public Transport (Please see below)	100%
Essential Books	100%
Essential equipment/Kit/Starter kits	100%
Stationery	100%
Equipment Deposits	100%
UCAS Fees	100%

Public Transport

(This is a contribution towards travel and may not cover the full costs)

If Northstowe Sixth Form College is the nearest appropriate post-16 education provider to your home offering your chosen course, and you are under 19 as of 1 September 2025, and in receipt of an eligible benefit, you should contact your local County Council in the first instance to check whether you qualify for subsidised public transport. If your application is rejected, then you can apply to the College's 16-18 Discretionary Bursary for assistance. The amount you receive will be based on where you live and on the cost of public transport via the cheapest method including passes, irrespective of your mode of transport. Your attendance will be assessed and based on this, payment will be reimbursed by BACS into your bank account. The first payment will be made at the end of October 2025 (or the first month after the award has been approved).

Stationery/Art Equipment/UCAS Fees

Where a contribution of £10 has been agreed to cover stationery costs or an award made for Art equipment then this will be processed via BACS directly into the student's bank account - with the first payment being end of October 2025 (or the first month after the award has been approved).

Equipment/Books/Revision Guides

If a student has brought an item themselves, consideration may be given for a refund, however this may not be for the full amount and will be at the discretion of the panel.

Additional Activities/Visits/Trips

Support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. However, parental consent will still need to be given for each trip by logging into MCAS.

Free Meals

A credit of £2.60 per day will be issued to the student's MCAS account for use in the College's Food Centre. It will remain at the discretion of the Government and/or the College if payments are to be made during the college holidays.