

Financial Support Terms & Conditions 2026-2027

The Bursary is a cash-limited fund intended to help students experiencing financial difficulties with college related costs such as travel, books, and course materials.

Students can apply to the bursary if they meet the following criteria:

- Total household annual income (including means-tested benefits) is less than £40,000. For families with 4 or more dependants (as evidenced by Universal Credit Statements), the income threshold will be adjusted (£1,700 per 4th+ dependant child).
- Household's savings are no more than £16,000.
- You are in receipt of either Universal Credit or Pension Credit or have No Recourse to Public Funds.

Note: Exceptions may be made for sudden financial changes (e.g. job loss). Meeting the criteria does not guarantee an award; applications are assessed based on need. We use the same means of testing as Government funded benefits.

We retain a small emergency fund for students should their circumstances and needs change during the year and can be awarded at the discretion of the college.

Evidence of household income

An application for Universal Credit will be expected for bursary applications and is essential if applying for free college meals.

If you have not applied for Universal Credit in the past 12 months, we will expect a new application to be made. If you have been refused Universal Credit in the past year, we will need to see evidence of this application and the outcome of the decision (screenshot from your journal).

If you have a self employed income, we will require the most recent, full Self Assessment Tax Return (SA302). Tax calculations will not be accepted as evidence of income.

When assessing your application we will apply the *Minimum Income Floor (if applicable)* as it appears on your Universal Credit statement.

If you are a company director or business owner we will require as evidence your most recent set of full company accounts (e.g., from Companies House).

If you have "No Recourse to Public Funds" any payments will be at the discretion of the college. In order to assess household income we will need a full transparent approach to all income and savings. Proof of NRPF Visa will be required to be uploaded to the application.

Any further information relating to applications and eligibility for Universal Credit that you would like to tell us about, can be added as a note in the [Not in receipt of Universal Credit questionnaire](#), which will be automatically added to the home screen of your application when 'Not in receipt of universal credit' is selected. This can include any reason why you have not applied for Universal Credit.

Conditions of awards

The student is the applicant to the bursary fund and should answer all questions and sign and complete the application. Parents/Carers will also need to sign the application. Questions answered by a parent or carer may result in the application being delayed whilst answers are queried.

All communication will be made directly to the student and a payment (if applicable) will be made within 10 working days of communication. During the start of the autumn term this may be longer. Students must monitor their college portal and email for updates. Incomplete or inaccurately completed applications will take longer.

Students must maintain at least 90% attendance for at least four consecutive weeks for the application to be approved and receive an award. Absences due to illness also affect attendance levels.

Low attendance will delay or lead to refusal of the application. Awards will not be backdated and if paid, will be paid from the approval date.

We will also consider whether you are demonstrating expected standards of behaviour as set out in your student contract.

The bursary will not cover any costs considered non-essential to the course.

If you decide to leave college during the year, we may ask you to repay a proportion of your 16-19 Bursary Award.

Applications and termly deadlines for travel costs.

Travel will be based on the most appropriate, least expensive public transport option (e.g., season tickets covering the whole term).

The award will cover 100% of the expected termly cost. (This award cover will be reviewed and may be adjusted during the start of a new term subject to available funding).

Travel costs can be applied for on a termly basis and should be submitted by the deadline each term:

Friday 18 September 2026
Monday 18th January 2027
Monday 16th April 2027

Applications submitted after these deadlines will only be processed if funds are available and travel costs will be calculated from the date the application was approved.

Costs other than Travel

The [Specific Support questionnaire](#) can be used to request any of the following:

- Course-Specific Materials, : books, course fees (including photocopying charges, booklets etc), studio fees, art kits, art/textile & product design materials/packs, and calculators.
- Sports & Enrichment: Sports team fees and kit, and other enrichment costs such as DofE etc.

- Exam re-sit fees
- Printing credit (if relevant to your course).
- Trips: Essential trips (limited and not guaranteed).

All requested information must be completed on the questionnaire.

We cannot guarantee the bursary will cover all trips. Trip funding will be reviewed throughout the year and may be added or withdrawn at any time, although once an award is agreed towards a trip it will not be withdrawn .

Awards for essential textbooks are calculated based on the lowest current online price for the required book.

Receipts

Where possible we will provide bursary support as goods rather than cash - i.e. we will order you a train ticket or will transfer money to a subject department on your behalf. For instances where we are not able to do this, we will require receipts or proof of purchase **FOR ALL AWARDS PAID BY BACS**. Receipts/proof of purchase can be uploaded to the application site using the [Receipt questionnaire](#) on the home page. Failure to do this will result in further awards being withheld until evidence of the purchase has been received.

Data Protection

All information will be kept confidential. However, we may share your eligibility status with other College departments if we believe it is in your best interest. If you would prefer that we do not share this information, please let us know.

Appeals

If you are unhappy with the outcome of your application you can appeal to Liz Crouch, Head of Student Services at lcrouch@psc.ac.uk. Your email should provide a detailed explanation of why you believe the application should be reconsidered, along with a summary of your circumstances. The appeal decision will be final.

If you would like to make a complaint about the process of your application, this should be sent to Lucy Edevane, Deputy Principal (Welfare & Progression) principal@psc.ac.uk. You should provide a detailed explanation of the complaint.

For further Information contact Student Services:

In person: Paul Woodhouse Centre (students only) This is the preferred method of contact as phone calls take us away from seeing students and processing applications.

Telephone: 01962 857547

Email: financialsupport@psc.ac.uk

Free College meals

From the start of the 2026 to 2027 academic year, all students from households in receipt of Universal Credit will be entitled to receive a free meal at college.

Transitional protection for free meals will end on 31.7.2026

To receive free college meals from September 2026, students (or their Household) must be in receipt of Universal Credit or support under part VI of the Immigration and Asylum Act 1999.

Households in receipt of Income-related Employment and Support Allowance or the guarantee element of Pension Credit *may* also be entitled to a meal.

A student is only eligible to receive a free meal when they have made a successful application.

The government currently funds £2.66 per day for a meal. The college will top this up to a total of £5.50 per day from our 16/19 discretionary bursary fund. This daily allowance is subject to change depending on funds available throughout the year, and is given to students as a credit to spend at college food outlets, not as cash. You will be notified of any changes via an email through the payment student application portal.

Vulnerable Student Bursary

If you are in any of the categories below you are likely to be eligible for the Vulnerable Student Bursary. You will need to make an application on the PayMyStudent application site and answer the relevant questions. We will require evidence to confirm your status, which will be listed on the relevant screen.

All the above information will also apply to your application.

You will be eligible if you are:

- In Local Authority care
- A care leaver
- Receiving Universal Credit because you (the student) are financially supporting yourself and/or someone who is dependent on you and living with you, such as a child

All benefits must be received by the student, in their own right.