



BURSARY GUIDANCE FOR ADULTS AGED 19 AND OVER 2023-24

This guidance is for students who are 19 or over on the 31st of August 2023 who qualify for “home” fees. Generally, you will be eligible for home fees if you have lived in the UK for three years before the start of the course and be a UK national or have “settled status.” If you are unsure whether you qualify as a “home fees” student, please contact the International Student Adviser in the Advice Shop.

You need to be studying on a course that is funded by the Government, this is known as the Education Skills Funding Agency Adult Education Budget or funded by an Advanced Learner Loan. You will not be eligible to apply for the bursary if you are undertaking a “commercial” course, are an apprentice or are on a Higher Education course.

Students who are 19-24 with an EHCP if they are eligible, will be funded from the 16-19 bursary.

If you have any queries, please contact our friendly team of Advisers; the details are at the end of this form.

WHAT IS THE BURSARY?

This is a government fund provided to help students with a specific financial hardship that would otherwise prevent them from being able to take part in their education, or potentially stop them from being able to continue with their course. The financial support you receive is linked to attendance and behaviour.

WHO CAN APPLY?

Students with an income of under £22,000 are eligible to apply. Parental income is not counted but the income of any spouse or partner is. If you are married or living with a partner the combined income threshold will be £30,000.

WHEN CAN I APPLY?

Bursary applications can be made online from July using the college website. Look for the Student Finance pages under Support and Advice.

HOW CAN I APPLY?

We have a simple online application on the college website. Please look for the Student Finance pages under Support and Advice.

WHAT CAN THE BURSARY HELP ME WITH?

Eligible students will receive financial help with course costs and travel expenses.

We process all payments as quickly as possible because we know that this money is very important to our students. Usually, the first payment will be made within the first 2 to 3 weeks from approval of your application. Students must be enrolled and have started a course before a bursary payment can be made.

FULL TIME COURSES

We can help towards the cost of equipment, and travel (if over 1 mile from campus). In some circumstances we can help with fees.

We will pay £150 towards equipment costs.

Some courses with very high equipment costs may qualify for extra funding.

The award for travel (see below) will be split into 6 half termly payments.

Distance to campus in miles	Bursary award
1 - 2	£40 x 6 = £240
2 - 10	£60 x 6 = total £420
11-20	£80 x 6 = total £540
21-30	£90 x 6 = total £600
31-40	£100 x 6 = total £660
41-50	£110 x 6 = total £720
50+	£120 x 6 = total £780

PART TIME COURSES

The awards for part time students will be half of the amount awarded to full time students.

CHILDCARE FOR STUDENTS AGED 20+

We normally pay for the cost of childcare to cover your timetabled lessons, plus any approved travelling time if required. Your childcare provider needs to be registered with Ofsted.

If you receive Early Years childcare funding, we expect you to use these free hours to cover your timetabled lessons, before claiming funding from the College. We do not pay for half term, Christmas or Easter holidays, or for food and drink supplied by the nursery.

Anyone who is under 20 at the start of their course should seek childcare funding through the government's Care to Learn scheme.

RESIDENTIAL ACCESS FUNDING

This is only available in exceptional cases to support students where they need to live away from home because they cannot access their chosen course/specialist provision locally, or they need to access specialist provision which involves a residential element.

Help towards the cost of rented accommodation may be available for students who live more than reasonable daily travelling distance from their campus. We define this as having a return journey of over 3 hours travelling time or living over 40 miles away. Please apply via our online bursary application and put details of your request in the text box at the end of the form.

Help available:

- Up to £4000 per year or pro rata where students qualify for the bursary.

CARE LEAVERS AGE 19-24

Additional support is available to care leavers. This is based on financial need.

APPEALS PROCEDURE

If your application is declined, please contact us and we will be happy to explain to you why this has happened. It may be that we need you to provide us with more information in the first instance. If this does not resolve the matter and you would like us to look again at your application, then please write to the Assistant Principal of Student Services for consideration by the Appeals Committee.

BURSARY FUNDING AND RECEIPT OF DWP BENEFITS

Please note it is your responsibility to tell the DWP about your studies and any bursary support that you receive from us in case your study or your payments affect your eligibility to some benefits.

FRAUD

Any application which is found to be fraudulent through false representation of household income or of other eligibility rules may be cancelled. The money will be recovered, the student will be subject to the College's disciplinary procedure and the matter will be referred to the Police.

PLEASE CONTACT US IF YOU HAVE ANY QUERIES:

City College Norwich Mantas Beniulis or Rachel McGrath Financialadvice@ccn.ac.uk Bursaryadmin@ccn.ac.uk 01603 773322 01603 773063 The Advice Shop City College Norwich Ipswich Road Norwich NR2 2LJ	Paston Tina Swann Tina.Swann@ccn.ac.uk 01692 668113 The Advice Shop Paston College Grammar School Road North Walsham NR28 9JL	Easton Hannah Jones Hannah.Jones1@ccn.ac.uk 01603 773797 The Student Centre Easton College Bawburgh Road Easton NR9 5DX
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Apply online on our website: see the Student Finance, Bursaries & Free College Meals page under Support and Advice.