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**BURSARY GUIDANCE FOR ADULTS AGED 19 AND OVER**

**2025-26**

This guidance is for students who are 19 or over on the 31st of August 2025 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 a net income (including all benefits) of under £27,000 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 £32,000 net.

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 is made the last Friday in September. Subsequent payments will be made on the last Friday of each month. 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 cover actual course costs, as per listed on the website, supplied by academic staff, or held within the Advice Shop.

Payments for travel will be awarded in weekly instalments starting on the last Friday in September. September’s payment will cover all weeks travelled up to and including the third week in September.

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.

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

Please see our Childcare policy on our website for further information

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 if full-time or pro rata if part-time.

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:**

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| --- | --- | --- |
| **City College Norwich** | **Paston** | **Easton** |
| [Financialadvice@ccn.ac.uk](mailto:Financialadvice@ccn.ac.uk) | [Tina.Swann@ccn.ac.uk](mailto:Tina.Swann@ccn.ac.uk) | [Jordan.Duggie@ccn.ac.uk](mailto:Jordan.Duggie@ccn.ac.uk) |
| [Bursaryadmin@ccn.ac.uk](mailto:Bursaryadmin@ccn.ac.uk) |  |  |
|  | 01692 668113 | 01603 771598 |
| 01603 773063 |  |  |
|  |  |  |
| The Advice Shop  City College Norwich  Ipswich Road  Norwich  NR2 2LJ | The Advice Shop  Paston College  Grammar School Road  North Walsham  NR28 9JL | 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.**