

POLICY

TITLE: 16-19 Bursary Funds including Vulnerable Bursary Policy 2026-27

POLICY HOLDER: Alexandra Miller

APPROVAL BOARD:

VERSION NO: 5

LAST REVIEWED: July 2026

REVIEW PERIOD*: Annually

*The review period refers to our internal policy review process. The published policy is current and is the most recent approved version.

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.



LEGISLATION OR
REGULATION:

[16 to 19 Bursary Fund
guide: 2026 to 2027 -
GOV.UK](#) Updated 11th May
2026

[Free meals in further
education funded institutions
guide: academic year 2026
to 2027 - GOV.UK](#) Updated
30th June 2026

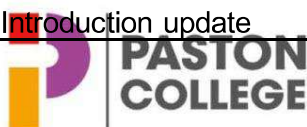
[Residential Bursary Fund:
2026 to 2027 - GOV.UK](#)
Updated 30th March 2026

[Apprenticeship care leavers'
bursary guidance](#)
Updated 12th June 2025

[Care to Learn academic
year 2026 to 2027:
conditions of grant funding -
GOV.UK](#) Updated 12th May
2026

VERSION CONTROL DOCUMENT

DATE	VERSION NO.	REASON FOR CHANGE	AUTHOR
June 2024	1	New policy	Alexandra Miller
20 August 2024	2	1.1 Inclusion of Housing Benefit and Carer's Allowance in the household income list 1.2 Trips and visits funding eligibility. Latest guidance is currently under review with ESFA.	Alexandra Miller
17 October 2024	3	1.2 Trips and visits funding eligibility updated following DfE clarification	Alexandra Miller
July 2025	4	Annual update General updates: Dates and links updated throughout. Reference of ESFA changed to DfE throughout. Introduction update	Alexandra Miller



		Inclusion of Care to learn funding legislation Clarification of residential bursary eligibility for 19+ continuers or EHCP students. 1.1 Net income threshold increased to £45,000 net 1.1 Inclusion of scenarios for student living in unusual circumstances. 1.2 Inclusion of basic stationery packs being supplied to all eligible students. 1.2 Clarification of 'walking' distance used when determining distance from college. 1.2 Change of policy that only 'non FCM' students will receive the £5 meal credit. 1.2 Reference to bus pass fines and requiring college ID 1.3, 2.3 & 4.3 Change from monthly travel payments to weekly payments. 1.3 & 2.3 Change of childcare provider process to direct payments for under 20s. Reference to new Student Childcare Funding Policy. 1.3 Addition of reference to Accompanied Asylum Seeking Children. 1.4 & 2.4 Change to attendance requirement of 100% and new matrix of payment percentages based on previous weeks' attendance. 1.6 Clarification on submission of delayed evidence and backdating payments. 2.1 Clarification of evidence required as section 20 letter, Universal Credit statement and tenancy agreement.	
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		2.3 Addition of information about Privately fostered young people. 3. Change to FCM amount per student per meal. Change to eligibility for top up to £5. Only available for students who are also on the 16-19 bursary. Information regarding changes to FCM for 2026. 4.2 Added that the Residential Bursary remaining budget will be reassessed at October half term and any further awards notified. 5. Change of name to Apprenticeships Care Leavers Bursary 5.2 Removed reference to 1 off payment of £1000 bursary payable for apprenticeships starting pre 2023. 5.2 Added reference to £3000 bursary award available to apprenticeships post Aug 2023. 5.3 Eligibility for, and payments of, £3000 award clarified. 7.2 Additional point – Delays in submitting evidence 7.4 Addition of contact details for compliance team	
Annual update	5	Updated dates throughout 1.1 Updated list of household income to include all pensions and investments/dividends. Scenario 2 – Removal of Tenancy agreement as required evidence.	Alexandra Miller



		1.2 Referenced UCAS application fee waiver for official FCM students. 1.3, 2.3 Amendment to payments. Cash/BACS payments will only be made as reimbursements with receipts provided. Addition of default travel awards as bus tickets/passes instead of cash payments and timeframe. Timeline for submitting childcare invoices. Reference to new Questionnaires on PMS application form. Rephrasing of food allowance to bursary funded food allowance (not FCM) 1.4 Amendment that it is BACS payments which are adjusted on attendance 1.5, 2.5, 3.5 Updated and bullet pointed list of required evidence. Information on Google Translate option on bursary application (PMS) 2.1 Removed requirement to provide tenancy agreement. Addition of requirement to provide UC or ESA as well as PIP/DLA for eligibility. 2.2 Addition of Award matrix 2.3 Updated UASC payments to being in-kind where possible 2.6 Addition of initial College Safeguarding referrals in place of evidence. 3. FCM Removal of reference to transitional	
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		protection. Update to inform of meal credit top up from 16-19 bursary for all FCM students who apply for FCM. 3.1 Updated eligibility for FCM 3.2 Updated FCM amount to £2.66	
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Introduction

What is the 16-19 bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to accessing college so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups¹
- discretionary bursaries which the college makes decisions about, in line with the funding rules²

In addition, there are other sources of financial support that young people can access at college:

- 16-19 Residential Bursary Fund³ (for 16- to 18-year-olds who are studying on full-time land-based courses, or sports excellence rugby and golf, and helps towards the cost of your on-site accommodation.)
- Free College Meals Fund⁴ (for students with a family household claiming any of the benefits listed in section 3. Free College Meals (FCM))
- Apprenticeships Care Leavers' Bursary⁵ (for students under the age of 25 when they start an apprenticeship)
- Care to Learn Funding⁶ (for students who are young parents and under the age of 20 on 31st August before the academic year they enrol)

The funds cannot be transferred between categories, and each fund has different eligibility criteria as set out by central Government. Therefore, funds may have different household income thresholds, payment limits and conditions.

To be eligible for these funds, students must be enrolled at Easton, Paston or City College Norwich on a publicly funded course, have settled status/ordinarily resident in the UK for 3 years and be aged over 16 and under 19 as of the 31st of August before they enrol, to be eligible for this bursary in the next academic year. Please see the 16-19 Bursary Fund guidance for further details.

For example, to be eligible for the Bursary on 1st September 2026 for the whole of the academic year, you must be aged under 19 on 31st August 2026.

¹ The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

² [16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#)

³ [Residential Bursary Fund: 2026 to 2027 - GOV.UK](#)

⁴ [Free meals in further education funded institutions guide: academic year 2026 to 2027 - GOV.UK](#)

⁵ [Apprenticeships care leavers' bursary guidance - GOV.UK](#)

⁶ [Care to Learn academic year 2025 to 2026: conditions of grant funding - GOV.UK](#)

Students aged 19 or over are only eligible to receive a discretionary bursary or residential bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or are 19-24 and have an Education, Health and Care Plan (EHCP).

Students on apprenticeship programmes or on waged training are not eligible for help from the 16-19 Bursary Fund as they are employed rather than in education. Care Leaver Apprentices can claim support via the Care Leaver Apprentice Bursary as detailed below in section 5.

This policy states the eligibility criteria and process for the administration of the funds. The rules within this policy are subject to change at any time from the DfE.

By applying for any Government funded bursary, students understand that they will be required, and agree, to pay back any funds received if they withdraw from the college within the first 6 weeks of the course.

1. 16-19 Bursary

1.1 Eligibility

Financial eligibility is primarily based on the level of household income (including all benefits) as follows:

- Net income up to £45,000 pa (£59,377 gross)
- For families with multiple siblings, the threshold will be increased by £1000 per additional child, up to a maximum of net income £53,000 pa. (evidence required)

For the purposes of this policy, household income includes:

- Income from employment/self-employment
- Job seekers allowance
- Employment & support allowance
- Universal credit
- Pension (old age, guaranteed credit and private)
- Working tax credits
- Housing Benefit
- Carer's Allowance
- Income from Investments/Dividends

For the purposes of this policy, benefits **excluded** from household income are:

- Child benefit
- Disability Living Allowance (DLA) or Personal independence payments (PIP)

There are sometimes scenarios whereby students find themselves in unusual circumstances regarding their housing situation or familial support. The college tries to support all scenarios in line with the bursary guidelines and has therefore outlined a few examples below. Students who find themselves in unusual circumstances should contact the bursary team, and each case will be assessed on an individual basis.

Scenario 1

Where a student is not living with a legal guardian: Unless they are estranged, (and living independently and claiming Universal Credit in their own name), we will still ask for their legal guardians' household income as proof of eligibility.

Scenario

2

Where a student is estranged from legal guardians, living independently and claiming Universal Credit

in their own name, we will ask to see evidence of the student's income, Universal Credit and/or any other form of income such as salary. Depending on circumstances, students may then be eligible for the Vulnerable Young Person's Bursary instead.

The college reserves the right to request a signed financial declaration for our records.

1.2 Awards

The bursary can be used for essential items the student would otherwise need to pay for to participate in the course. It can help with costs such as travel, food whilst at college, childcare whilst at college or timetabled placements, essential books and equipment, essential trips and university interviews/open events (restrictions apply). The bursary awards also support students on work experience or industry placements who have extra participation costs such as travel & suitable clothing.

Students who are eligible for bursary support may be considered for a laptop loan where access to suitable equipment is identified as a barrier to participation in their study programme. Requests will be assessed through the PMS application process, including a questionnaire and review of individual need. Any laptop provided through bursary funding remains the property of the College and must be returned when the student completes or leaves their programme of study, in line with the College's Laptop Loan Agreement.

The bursary cannot be used to support students with any extra-curricular activities or for learning support such as mentoring, tutoring or counselling and cannot be used to support the families' cost of living.

All awards are based on individual circumstances and actual financial need.

In the academic year 26-27, the bursary awards will support students as follows:

Type of Support	Books, Equipment, Uniform	Travel (for all students living more than 1 mile walking distance from college)	Childcare (on timetabled days)	Bursary Food Allowance (for non FCM students only)	Essential trips	UCAS application, University open day trips, interviews & auditions
Amount Covered	Actual course costs as per listed on the website, supplied by academic staff, or held within the Advice Shop. A basic stationery pack will also be available to all students.	Awarded the cheapest form of travel per student (exceptional circumstances considered). Students who are awarded a Bus Pass will need to have their college ID with them on all journeys to avoid a fine	Award offered once all other forms of financial support have been accessed e.g. care to learn. Support only offered for when students have timetabled classes or placement.	Bursary funded food allowance of £5* awarded for each timetabled day at college. *funds allowing.	Support can be provided for students participating in a trip which is linked to their study programme. Support towards trips abroad can be provided where they are linked to the programme of	Awarded on a case-by-case basis and recognising that Norfolk is a rural County. Up to a maximum of £300 per student. Funds dependent. Students

		No other form of identification will be sufficient.	Case by case basis.		study and the learning cannot be provided within the UK at a cheaper cost Support will be considered and provided on a case-by-case basis, depending on individual circumstances and requirements	eligible for official Free College Meals can receive funded UCAS application. Claim the waiver via the 'More about you' section in the UCAS hub when your apply.
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1.3 Payments

The first pay run of the academic year 2026-27 this will be the last Friday in September. Where possible, students should purchase their necessary equipment ready for the start of term. Curriculum areas will have some equipment available to borrow/use in class until individual purchases can be made. Receipts will be required before any reimbursement can be made. Where students cannot afford to purchase equipment up front, they should complete the relevant questionnaire on their Pay My Student bursary application form, and the bursary team will be in touch to look at alternatives.

Unless otherwise specified on the bursary application form, the default travel award will be a bus ticket/pass suitable for the individuals' timetable and course. Travel tickets/passes will be sent via the travel operator's preferred method (app/post/collection). The travel questionnaires on the bursary application provide space for students to request their preferred method of travel and any required information such as pick up points or email addresses.

Travel tickets/passes will be issued once students have enrolled on their course and we have had confirmation through our systems of which campus and course they are on. We aim to issue the travel ticket within 5 working days of the bursary application being approved (subject to the travel operator). We cannot be held liable for any delay due to the travel operator. Where proof of travel and attendance can be provided, we can honour reimbursements of any travel paid since the date of bursary application.

Any BACS payments for travel will be awarded in weekly instalments starting on the last Friday in September, if proof of purchase/sample tickets have been provided. September's payment will cover all weeks travelled up to and including the third week in September.

Where applicable, payments for childcare will only apply for days when the student has timetabled classes or placement/work experience. Students should ensure they apply through the bursary for childcare support. Support will initially be provided through the Care to Learn fund and students will be required to provide evidence such as birth certificate and proof of receipt of child benefit. Once eligibility has been established, students will be required to send the invoices to the bursary team who will pay the amount awarded directly to the childcare provider. Any top up required will be paid from the 16-19 bursary and will be made in line with Care to Learn funding rules. Any childcare provided on non-timetabled days, and not previously approved, will be the students responsibility to cover costs. Please refer to the Student Childcare Funding Policy for more information. We kindly ask that invoices are sent in a timely manner and within 3 months of issue to assist with our bursary budgeting. The

Childcare questionnaire on the bursary application provides details of all the information required and can be accessed again after submission.

Any other applicable cash payments will be made by BACS into a bank account which should be in the student's own name. Students without bank accounts at the time of application should make effort to open a bank account prior to the first payment being made. Payments into a nominated bank account should only be for exceptional circumstances. CCN (City College Norwich) cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

Payments for bursary funded food allowance (non FCM) will be uploaded onto student's ID Cards the day after their bursary application has been processed and approved. Student's will receive email notification of this in their award letter.

Accompanied Asylum Seeking Children (under 18 with an adult relative or partner)

Generally, asylum seekers are not entitled to public funds. Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. For support with essential living costs, asylum seekers can apply to the Home Office. As long as an asylum seeker has not had their application for asylum refused, the college can provide in-kind payments for help with travel, books and equipment and food whilst at college. The college is not permitted to provide cash to any Adult asylum seekers or accompanied asylum seeking children.

1.4 Attendance

Student attendance is monitored, and students are expected to attend all scheduled classes and activities. Any absence must be reported immediately via the College absence line and must be authorised by the College.

BACS bursary travel payments will be awarded in accordance with the attendance thresholds set out below. However, travel can only be paid for days on which the student has physically travelled to and attended College. No travel reimbursement will be made for periods of absence, regardless of whether the absence is authorised.

We will only reimburse for purchased daily/weekly/monthly bus tickets where registers confirm attendance.

For those receiving a termly ticket, if overall attendance drops below 50%, then we reserve the right to withdraw any active bus passes unless there are extenuating circumstances.

Attendance thresholds (based on the week prior to payment)	Payment (% of the weekly equivalent)
100%	100%
80-99%	80%
55-79%	75%
35-54%	50%
1-34%	25%
0%	0%

1.5 How to apply

The college uses an online bursary administration system called Pay My Student. The link can be found on the College website or by clicking on this link [City College Norwich \(paymystudent.com\)](https://paymystudent.com). Students will need access to the email address they used on the application form for their college course. Students will need to have the following information available before completing the application.

- Documented evidence of their household income e.g. payslips, UC statements, Tax returns
- Student's own bank account details
- Email address used on chosen travel app e.g. First Bus (if applicable)
- Childcare provider details (if applicable)
- Advanced Learner Loan details (if applicable)
- ARC card or Section 20/23C letter (if applicable)
- Pension, Investments, DLA/PIP, Bank Statements (if applicable)

If students require any help completing the application, then they can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773063. There is a new option on the bursary application for Google Translate, found in the top right-hand corner of the application. Please use this to translate any questions into your own language.

Income evidence must be for the household income. For students 16-18, this will be the parent/carer they reside with, or their own UC income if they live independently.

For students who are 19 and continuing on the 2nd year of a Level 3 course, or are 19-24 with an EHCP, this will also be the household income for the parent/carer they reside with or their own UC/PIP/DLA evidence if they live alone.

1.6 Application timeline

Applications open in July 2026 prior to enrolment. Students will need to have an active college course application before they can apply for the bursary. We will only issue an award once applicants have been enrolled. If students have not made an application prior to enrolment, they must apply as soon as they can once they have enrolled. Funds are limited and are dealt with on a first come, first served basis.

We reserve the right to suspend or close the bursaries at certain times throughout the year, as necessary. However, we will consider applications to all forms of financial support throughout the academic year if emergencies arise.

All applicants must provide evidence of household income which can then be documented as required by the DfE. Applications cannot be assessed and/or bursaries awarded without evidence. Where there is a delay in uploading sufficient evidence, bursary payments will be backdated to the beginning of the month the evidence was received, with the exception of books and equipment costs which will be paid in full. Where evidence is delayed and a student can provide backdated evidence of eligibility to the date of application, we will also backdate travel costs for that period of time where registers confirm attendance. Payments for backdated travel may be made in instalments.

Where necessary students may be required to sign a financial declaration in addition to signing the bursary application form.

2. 16-19 Vulnerable Bursary Fund

2.1 Eligibility

To be eligible for the 16-19 Vulnerable Bursary, students must be in a defined vulnerable group. These groups consist of students most unlikely to receive financial assistance from parents or carers and therefore more likely to have a financial need to access college provision.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

Students must be in receipt of DLA or PIP and ESA or UC to be eligible for the vulnerable bursary – receipt of DLA or PIP alone does not meet the criteria.

For definitions of children 'in care' and 'Care Leavers', please see 16-19 Bursary Guidance⁷ (section 4.1)

Students will be required to provide proof of status by means of a section 20 letter/letter from their social worker. This evidence will be required before any awards can be made.

Students living on their own, and receiving UC in their own name, will need to provide a UC statement dated within the last 3 months.

2.2 Awards

Eligible students can receive up to £1200 during each academic year for a course of 30+ weeks duration. Awards must be based on the actual financial need to participate on the course. Students on courses of less than 30 weeks or studying less than 15 hours per week will be awarded a pro-rata rate. Students who are having their financial needs met, or who have no relevant costs, may have their application refused if they do not meet the financial need criteria.

Type of Support	Books, Equipment, Uniform	Travel (for all students living more than 1 mile walking distance from college)	Childcare (on timetabled days)	Bursary Food Allowance (for non FCM students only)	Essential trips	UCAS application, University open day trips, interviews & auditions
Amount Covered	Actual course costs as per listed on the	Awarded the cheapest form of travel per	Award offered once all other forms of	Bursary funded food allowance of	Support can be provided for students	Awarded on a case-by-case basis and

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[16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK](#) Accessed 03rd July 2026

	website, supplied by academic staff, or held within the Advice Shop. A basic stationery pack will also be available to all students.	student (exceptional circumstances considered). Students who are awarded a Bus Pass will need to have their college ID with them on all journeys to avoid a fine. No other form of identification will be sufficient.	financial support have been accessed e.g. care to learn. Support only offered for when students have timetabled classes or placement. Case by case basis.	£5* awarded for each timetabled day at college. *funds allowing.	participating in a trip which is linked to their study programme. Support towards trips abroad can be provided where they are linked to the programme of study and the learning cannot be provided within the UK at a cheaper cost. Support will be considered and provided on a case-by-case basis, depending on individual circumstances and requirements	recognising that Norfolk is a rural County. Up to a maximum of £300 per student. Funds dependent. Students eligible for official Free College Meals can receive funded UCAS application. Claim the waiver via the 'More about you' section in the UCAS hub when your apply.
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In exceptional circumstances, students may receive more than £1200 where a clear financial need is assessed. Any additional funds will be awarded from the 16-19 Discretionary Bursary.

2.3 Payments

The first pay run of the academic year 2026-27 this will be the last Friday in September. Where possible, students should purchase their necessary equipment ready for the start of term. Curriculum areas will have some equipment available to borrow/use in class until individual purchases can be made. Receipts will be required before any reimbursement can be made. Where students cannot afford to purchase equipment up front, they should complete the relevant questionnaire on their Pay My Student bursary application form and the bursary team will be in touch to look at alternatives.

Unless otherwise specified on the bursary application form, the default travel award will be a bus ticket/pass suitable for the individuals' timetable and course. Travel tickets/passes will be sent via the travel operator's preferred method (app/post/collection). The travel questionnaires on the bursary application provide space for students to request their preferred method of travel and any required information such as pick up points or email addresses.

Travel tickets/passes will be issued once students have enrolled on their course and we have had confirmation through our systems of which campus and course they are on. We aim to issue the travel ticket within 5 working days of the bursary application being approved (subject to the travel operator). We cannot be held liable for any delay due to the travel operator. Where proof of travel and attendance can be provided, we can honour reimbursements of any travel paid since the date of

bursary application.

Any BACS payments for travel will be awarded in weekly instalments starting on the last Friday in September, if proof of purchase/sample tickets have been provided. September's payment will cover all weeks travelled up to and including the third week in September.

Where applicable, payments for childcare will only apply for days when the student has timetabled classes or placement/work experience. Students should ensure they apply through the bursary for childcare support. Support will initially be provided through the Care to Learn fund and students will be required to provide evidence such as birth certificate and proof of receipt of child benefit. Once eligibility has been established, students will be required to send the invoices to the bursary team who will pay the amount awarded directly to the childcare provider. Any top up required will be paid from the 16-19 bursary and will be made in line with Care to Learn funding rules. Any childcare provided on non-timetabled days, and not previously approved, will be the students responsibility to cover costs. Please refer to the Student Childcare Funding Policy for more information. We kindly ask that invoices are sent in a timely manner and within 3 months of issue to assist with our bursary budgeting. The Childcare questionnaire on the bursary application provides details of all the information required and can be accessed again after submission.

Any other applicable cash payments will be made by BACS into a bank account which should be in the student's own name. Students without bank accounts at the time of application should make effort to open a bank account prior to the first payment being made. Payments into a nominated bank account should only be for exceptional circumstances. CCN (City College Norwich) cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

Payments for bursary funded food allowance (non FCM) will be uploaded onto student's ID Cards the day after their bursary application has been processed and approved. Student's will receive email notification of this in their award letter. Eligible students who are participating on a course with work experience or industry placements can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773 773 and request a FCM/food allowance offsite/placement form. Completion of this form, signed by the student's tutor or academic representative, will enable a cash alternative to be paid on the days which they would normally be at college. For block placements, a cash alternative will be available for all days at placement. Receipts must be provided for any requests to reimburse.

Any other applicable cash payments will be made by BACS into a bank account which should be in the student's own name. Students without bank accounts at the time of application should make effort to open a bank account prior to the first payment being made. Payments into caregivers' bank accounts should be limited to students who would be unable to administer their own account or in exceptional circumstances. CCN cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

Unaccompanied Asylum-Seeking Child (UASC)

Where a vulnerable young person is also an Unaccompanied Asylum-Seeking Child (UASC), the college must be provided with a Section 20 letter, on headed paper from the local authority as eligibility for the Vulnerable Young Persons Bursary. Due to the vulnerability of these students, where possible, awards will be made in-kind. Any cash payments will be made via BACS to their bank account if they have one or paid directly onto the pre-payment card issued by Norfolk Children's Services. Students will need to contact the bursary team to provide the details of the pre-payment card prior to first payment.

Young people in Private Foster Care

Privately fostered children e.g. with a relative, are not classed as looked-after and are therefore not eligible for the VYP bursary.

2.4 Attendance

Student attendance is monitored, and students are expected to attend all scheduled classes and activities. Any absence must be reported immediately via the College absence line and must be authorised by the College.

BACS bursary travel payments will be awarded in accordance with the attendance thresholds set out below. However, travel reimbursements can only be paid for days on which the student has physically travelled to and attended College. No travel reimbursement will be made for periods of absence, regardless of whether the absence is authorised.

We will only reimburse for purchased daily/weekly/monthly bus tickets where registers confirm attendance.

For those receiving a termly ticket, if overall attendance drops below 50%, then we reserve the right to withdraw any active bus passes unless there are extenuating circumstances.

Attendance thresholds (based on the week prior to payment)	Payment
100%	100%
80-99%	80%
55-79%	75%
35-54%	50%
1-34%	25%
0%	0%

2.5 How to apply

The college uses an online bursary administration system called Pay My Student. The link can be found on the College website or by clicking on this link [City College Norwich \(paymystudent.com\)](http://City_College_Norwich.paymystudent.com). Students will need access to the email address they used on the application form for their college course. Students will need to have the following information available before completing the application.

- Documented evidence of their household income e.g. payslips, UC statements (if applicable)
- Student's own bank account details (if applicable)
- Email address used on chosen travel app e.g. First Bus (if applicable)
- Childcare provider details (if applicable)
- ARC card or Section 20 letter (if applicable)
- DLA/PIP, Bank Statements (if applicable)

If students require any help completing the application, then they can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773063. There is a new option on the bursary application for Google Translate, found in the top right-hand corner of the application. Please use this to translate

any questions into your own language.

2.6 Application timeline

Applications open in July 2026 prior to enrolment. You will need to have an active college course application before you can apply for the bursary. We will only issue an award once you have been enrolled. If you have not made an application prior to enrolment, you must apply as soon as you can once you have enrolled. The Vulnerable bursary does not have limited funds as it is fully funded by central Government and stays open throughout the year.

All applicants must provide the required evidence which can then be documented as required by the DfE. Applications cannot be assessed and/or bursaries awarded without evidence, unless there is a referral from the College Safeguarding team. Where there is a delay between applying and uploading sufficient evidence, bursary payments will only be backdated to the beginning of the month the evidence was received, with the exception of books and equipment costs which will be paid in full. Where evidence is delayed and a student can provide backdated evidence of eligibility to the date of application, we will also backdate travel costs for that period of time where registers confirm attendance. Payments for backdated travel may be made in instalments.

3. Free College Meals (FCM)

The 1996 Education Act requires maintained schools, academy sixth forms & FE (Further Education) funded institutions to provide free meals to disadvantaged students who are aged 16-19 or 19-24 with an EHCP. Free meals are provided to eligible students for each day that they attend timetabled lessons. Institutions currently receive £2.66 per student per meal. Students who are eligible for free meals will receive £2.66 on their college ID card.

In the year 2026-27, students who are eligible for FCM will receive a Bursary Food Allowance top up of £2.34 from the 16-19 bursary fund and will therefore receive £5 per day. Students must apply via the College Bursary Application form (Pay My Student) to be assessed for eligibility.

3.1 Eligibility

To be eligible for FCM, students must meet the eligibility criteria as set out in the 16-19 Free Meal guidelines⁸.

- All students from households in receipt of Universal Credit
- support under part VI of the Immigration and Asylum Act 1999

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

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application, with evidence, to the institution where they are enrolled.

⁸[Free meals in further education funded institutions guide: academic year 2026 to 2027 - GOV.UK](#)
Accessed 3rd July 26

3.2 Awards

In the academic year 2026-20267 the College will provide each FCM eligible student with £2.66 for each day they have timetabled lessons. This will be topped up by £2.34 to £5.00 under the discretionary bursary.

3.3 Payments

The payment will be uploaded onto each student's college ID card allowing them to make contactless payments at any food outlet on campus. Payments will be made on each day students have timetabled classes and will be available from 6.30am each day. The ID card will be refreshed each day; any unspent money cannot be carried over. By implementing a cashless campus, we aim to safeguard students and remain compliant with the FCM processing guidelines.

Eligible students who are participating on a course with work experience or industry placements can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773 773 and request a FCM offsite/placement form. Completion of this form, signed by the student's tutor or academic representative, will enable a cash alternative to be paid on the days which they would normally be at college. For block placements, a cash alternative will be available for all days at placement. Receipts must be provided for any requests to reimburse.

Cash alternative payments will be made by BACS into a bank account which should be in the student's own name. Students without bank accounts at the time of application should make effort to open a bank account prior to the first payment being made. Payments into caregivers' bank accounts should be limited to students who would be unable to administer their own account or in exceptional circumstances. CCN cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

3.4 Attendance

Except for an offsite meals cash alternative, FCM money is only accessible via students' college ID cards and can only be used for contactless payments at food outlets on campus on timetabled days.

3.5 How to apply

The college uses an online bursary administration system called Pay My Student. The link can be found on the College website or by clicking on this link [City College Norwich \(paymystudent.com\)](http://City College Norwich (paymystudent.com)). Students will need access to the email address they used on the application form for their college course. Students will need to have the following information available before completing the application.

- UC statements
- support under part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance or the guarantee element of Pension Credit

If students require any help completing the application, then they can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773063. There is a new option on the bursary application for Google Translate, found in the top right-hand corner of the application. Please use this to translate any questions into your own language.

3.6 Application timeline

Applications open in July 2026 prior to enrolment. You will need to have an active college course application before you can apply to the bursary for FCM. We will only be able to process your application once you have an offer for a course and will only issue an award once you have been enrolled. If you have not made an application prior to enrolment, you must apply as soon as you can once you have enrolled.

We cannot backpay for any missed FCM due to a late bursary application. If there is a delay in processing students' applications once submitted, and students keep receipts for food purchases, then we may be able to reimburse up to the £5 daily allowance once your application has been processed.

4. Residential

The Residential Bursary Fund (RBF)⁹ is intended to support students who are studying a course in a specialist area, not a course which is widely available locally. For the purposes of this policy, the courses which are eligible are;

- Land based courses at Levels 2 and 3 (must not be available locally to the student's home and/or must be required to attend unsociable hours on a regular basis)
 - Agriculture
 - Animal Care/Management/Nursing/Science
 - Environmental Conservation & Countryside Management
 - Equine Care/Management
 - Floristry
 - Forestry & Arboriculture
 - Horticulture
 - Land based technology
- Sport specialisms at Level 2 and 3 (must not be available locally to the student's home and/or must be required to attend unsociable hours on a regular basis)
 - Performance and Excellence – Golf & Rugby pathways
 - Sport Outdoor Leadership

Priority will be given to students who live more than 15 miles from the campus.

4.1 Eligibility

Financial eligibility is primarily based on the level of household income (including all benefits stated above in section 1.1) as follows:

- Net income up to £30,000 pa (£36,776 pa gross)
- For families with multiple siblings, the threshold will be increased by £1000 per additional child up to a maximum of £38,000 pa net. (evidence required)

The RBF award may only provide partial accommodation costs depending on individual need, the household income and the number of applications received. The funds are limited and are awarded on a first come, first serve basis. Please see the [Student Accommodation](#) pages on the website for further information.

⁹ [Residential Bursary Fund: 2026 to 2027 - GOV.UK](#)

4.2 Awards

Where possible, the college will aim to provide funds to cover at least 80% of the accommodation fees. If funds allow, it may be possible to cover 100% of the accommodation fees. The college will reassess the funds at October half term and inform residents of any increased contribution to the fee by 10th November. The college reserves the right to reassess funds throughout the year and will inform any eligible residents of increase in funding.

The bursary may also be able to provide support with student travel costs getting to and from college accommodation. The college is limited to spending no more than 15% of the RBF on travel costs. If these funds are depleted within the academic year, the college will use the discretionary bursary.

4.3 Payments

Accommodation

Once an award has been made for accommodation, termly payments will be made via internal transfer to the College's finance department for accommodation. No funds will be paid directly to the student.

Food allowance

Students receiving Residential Bursary will also receive a food allowance of £15 per day to spend on breakfast, lunch and dinner provided at the college food outlets.

The food allowance will be uploaded onto each student's college ID card allowing them to make contactless payments at any food outlet on campus. Payments will be made each weekday and will be available from 6.30am each day. The ID card will be refreshed each day; any unspent money cannot be carried over. By implementing a cashless campus, we aim to safeguard students, and remain compliant with the FCM processing guidelines.

Eligible students who are participating on a course with work experience or industry placements can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773 773 and request a FCM/food allowance offsite/placement form. Completion of this form, signed by the student's tutor or academic representative, will enable a cash alternative to be paid on the days which they would normally be at college. For block placements, a cash alternative will be available for all days at placement.

Cash alternative payments will be made by BACS into a bank account which should be in the student's own name. Students without bank accounts at the time of application should make effort to open a bank account prior to the first payment being made. Payments into caregivers' bank accounts should be limited to students who would be unable to administer their own account or in exceptional circumstances. CCN cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

Travel

Travel allowance will be paid by BACS in equal instalments on the Friday of each week starting on the last Friday in September. September's payment will cover all weeks travelled up to and including the third week in September.

4.4 Attendance

If a student stops attending and is withdrawn from their course, or withdraws from their course for any other reason, then the accommodation offer will be withdrawn, and no further funds will be awarded.

4.5 How to apply

The college uses an online bursary administration system called Pay My Student. The link can be found on the College website or by clicking on this link [City College Norwich \(paymystudent.com\)](https://city-college-norwich.paymystudent.com). Students will need access to the email address they used on the application form for their college course. Students will need to have the following information available before completing the application.

- Documented evidence of their household income e.g. payslips, UC statements, Tax returns
- Student's own bank account details
- Email address used on chosen travel app e.g. First Bus (if applicable)
- Childcare provider details (if applicable)
- Advanced Learner Loan details (if applicable)
- ARC card or Section 20/23C letter (if applicable)
- Pension, Investments, DLA/PIP, Bank Statements (if applicable)

If students require any help completing the application, then they can contact the bursary admin team at bursaryadmin@ccn.ac.uk or on 01603 773063. There is a new option on the bursary application for Google Translate, found in the top right-hand corner of the application. Please use this to translate any questions into your own language.

4.6 Application timeline

Applications open in July 2026 prior to enrolment. You will need to have an active college course application before you can apply for the bursary. We will only be able to process your application once you have an offer for a course and will only issue an award once you have been enrolled. If you have not made an application prior to enrolment, you must apply as soon as you can once you have enrolled.

Where students leave part way through the year, their RBF payments should stop in the same way as payments from any other student financial support scheme.

Where students change study programme part way through the academic year, for example, they enrolled on a specialist programme but swap to a general FE programme, the College will consider the specific circumstances when deciding whether RBF should continue. The College will not automatically continue with RBF payments without review.

5. Apprenticeships Care Leavers' bursary¹⁰

5.1 Eligibility

To be eligible for a Apprenticeship care leaver bursary, the apprentice must be;

- Aged under 25 at the time they start their apprenticeship
- Not have received the care leavers' bursary before
- be either an eligible child, a relevant child or a former relevant child

¹⁰ [Apprenticeships care leavers' bursary guidance - GOV.UK](#) Published 12th June 2025

By eligible child, we mean a young person who is;

- is 16 or 17 years old
- has been looked after by a UK local authority or health and social care trust for at least a period of 13 weeks since the age of 14
- is still looked after by a UK local authority or health and social care trust

By relevant child we mean a young person who is;

- is 16 or 17 years old
- has left care within the UK after their 16th birthday
- was an eligible child before leaving care

By former relevant child, we mean a young person who is;

- under 25 who was either an eligible or a relevant child before turning 18.

We advise that young people should speak to their local authority personal adviser for guidance on their leaving care status. Written confirmation of care leaver status will be required to comply with the DfE guidelines.

5.2 Awards

For apprentices starting their apprenticeship on or after 1 August 2023, the bursary will be £3,000.

5.3 Payments

For apprentices starting their apprenticeship from the 1st of August 2023, payments are made in 3 instalments of £1000 over the first year of apprenticeship, providing the apprentice is still undertaking their apprenticeship at 60, 120 and 300 days after their start date.

For apprentices who are on a foundation apprenticeship, or an apprenticeship with a duration shorter than 12 months, the final instalment will be paid earlier than 300 days.

Payments will be made by BACS into a bank account which should be in the student's own name. CCN cannot accept responsibility if incorrect bank details are provided or if payments made do not reach the nominated account.

5.4 Attendance

Apprentices must be on their apprenticeship for a minimum of 60 days before they are eligible for the apprenticeships care leavers bursary. Only one payment can be made per individual, so should an apprentice leave their apprenticeship and enrol on another apprenticeship, they will not be eligible for a further payment.

5.5 How to apply

Apprentices should inform the bursary team of their status once they are enrolled on the apprenticeship programme including providing details of their start date and written proof of status.

5.6 Application timeline

The bursary team will make the application on the student's behalf once the 60 days has passed. The

DfE pay the College directly, who will then pay the apprentice within 30 days of receiving the funds.

6. Charity Bursaries

The college also administers and has information on local Charity Bursaries. There are various bursaries available with their own income thresholds and eligibility criteria. Where all other avenues of financial support have been exhausted, students can contact the bursary team to enquire after Charity funding and complete an application form or collect details of any Charities who administer their own applications. For further details please contact the bursary team at bursaryadmin@ccn.ac.uk or on 01603 773063.

7. General information for all bursary applicants

7.1 Unsuccessful applicants

Unsuccessful applicants will be contacted by email via the Bursary administration system Pay My Student or emailed directly by a member of the student finance team. Applicant details will remain on the system for the remainder of the academic year and applicants will be contacted should they become eligible due to funding or income threshold changes.

7.2 Delays in submitting evidence

Students who submit a bursary application but fail to complete it e.g. they do not send sufficient evidence or do not sign the application, will not be assessed on their eligibility until the application is complete. Where evidence is submitted later within the academic year and a student is then eligible for either the 16-18 discretionary or VYP bursary, awards will be processed on the following basis, and only if sufficient evidence of purchase (receipts) is received.

Type of Support	Books, Equipment Uniform	Travel (for all students living more than 1 mile walking distance from college)	Childcare (on timetabled days)	Meal credit	Essential trips	University open day trips, interviews & auditions
Amount paid	Paid in full for the duration of the academic year	Paid from the beginning of the month of application (in which they were eligible)	Paid from the beginning of the month of application (in which they were eligible) and provided all other childcare support has	Paid from the day of bursary approval	Any trip participated in following bursary approval	Any trip/audition participated in following bursary approval

			been accessed.			
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If a student can provide backdated evidence of eligibility, for all months from the date of application, then we will also backdate travel costs for that period of time, where registers confirm attendance. Payments for backdated travel may be paid in instalments.

7.3 Appealing a decision

Appeals should be directed to the Vice Principal Inclusion, Safeguarding and Student Services via the Bursary Admin email bursaryadmin@ccn.ac.uk in the first instance. Should further evidence or re-assessment change the outcome of the application, then a letter will be sent via the Bursary administration system and the award payments will be set up. If no change is determined, then this will be communicated to you in writing. All decisions are final.

7.4 Data Protection

Student records are kept for 6 years after the year of attendance in line with GDPR (General Data Protection Regulation), after which electronic records are deleted and paper records are securely disposed of. Please see our College Data Protection policy for more details¹¹. Our Information, Compliance and Policies department can be contacted at compliance@ccn.ac.uk

7.5 Fraud

The bursaries are Government funded and as such the college takes any cases of fraud very seriously. 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, and the student will be subject to the College's Positive Student Engagement Policy. The college may refer the matter to the Police.

¹¹ [Data Protection Policy \(ccn.ac.uk\)](#)