

# FINANCIAL SUPPORT



The college operates a financial support scheme which can help students whose financial circumstances make it difficult for them to meet the costs associated with study. If eligible, students could receive help with costs such as course fees, materials, kit and equipment, transport, childcare. All awards (apart from the vulnerable student bursary) are based on your financial needs and consider the amount of funds available.



# WHAT FUNDS ARE AVAILABLE?

There are five main separate funds which make up our financial support scheme. These are:

- **16-19 Bursary Fund**
- **Vulnerable Student Bursary**
- **Free Meals Fund**
- **Discretionary Learner Support Fund (aged 19+)**
- **Advanced Learner Loan Bursary (aged 19+)**

This document will cover what evidence is required to assess an application, how we assess an application, payment terms and what may be awarded.

The rules set within this document are made at the time of writing but the college may adjust the criteria in year according to the funds available and in accordance with any changes to guidance that the Education and Skills Funding Agency (ESFA) make.

## HOW TO APPLY

Students can complete applications for financial support on our website through our financial support portal – [cwa.ac.uk/financialhelp](http://cwa.ac.uk/financialhelp). **Applications are available from the June before the course starts.** The college will prioritise applications based on the application date and we expect applications to be made before the start of term. All applicants will be notified with an outcome within two weeks of their completed application.

## ELIGIBILITY

Each of the funds has different eligibility criteria; further details can be found within the funds section in this document. For each fund, students must be on a full or part-time course funded by the ESFA and must meet their residency criteria for the academic year. This means that students on an apprenticeship programme or studying for a degree with the University Centre West Anglia are not eligible for financial support from these funds.

## PAYMENT TERMS

As a rule, we will only make payments to the relevant student's bank account. We may consider making payment to a parent's bank account in exceptional circumstances (e.g., if the parent / guardian has power of attorney for the student).

Payments will cease when a student finishes their course (or stops attending). Some awards are dependent on specific attendance and behaviour criteria. In such cases, the details will be made clear in the notification of award.

## APPEALS

If a student of family disagrees with a decision taken regarding a payment or application for financial support, they should submit their appeal for the attention of Jola Cobb-Pernak, Student Services & Business Support Supervisor, by email at [StudentServices@cwa.ac.uk](mailto:StudentServices@cwa.ac.uk). All appeals will be responded to within 10 working days.

# FINANCIAL SUPPORT FOR THOSE AGED 16-18

## 16 – 19 BURSARY FUND

### Student eligibility

To qualify for the 16-19 Bursary Fund, the student must be aged:

- 16 – 18 on the 31st of August before the course begins OR
- 19 - 25 with an active Education Health Care Plan (EHCP) OR
- 19 or over and continuing on a study programme they began when aged 16 – 18 (e.g., a 2-year level 3 course)

### Financial eligibility

To qualify for the 16 – 19 Bursary Fund, the student should have a gross household income of less than £45,000 per annum.

Students with a gross annual income of more than £45,000 can apply but should demonstrate that they are facing financial hardship. A statement to support this should be submitted to the attention of the Student Services & Enrolment Team Leader, by email at [StudentServices@cwa.ac.uk](mailto:StudentServices@cwa.ac.uk).

Students who are eligible for the Vulnerable Student Bursary will also be eligible for the 16 – 19 Bursary Fund, regardless of the household income.

Students who are studying an industry-based work placement (315 hours or more per academic year) can apply for financial support if they incur costs for travel or additional participation costs (such as equipment / clothing) where they would not be able to access their work experience without further financial support. Students do not have to be on a low income to apply for this type of support but applications will be assessed for need. In such cases, a contribution will only be provided towards work placement costs.

### Evidence to support the application

Students should upload evidence to support their application and confirm their income through the financial support portal. We require evidence of income / benefit for each parent living with the student. If there is one parent in the household, we also require evidence of the cohabiting partner, if applicable.

We accept the following evidence:

#### Proof of income

- P60 from the April before the course starts
- Payslips for the three months prior to the application being completed
- Most recent self-assessment form if self employed

#### Benefit Evidence

- Universal Credit: Three most recent full statements. We require all parts of these statements, including the address and the deductions at the bottom. We suggest clicking the "Print to PDF / Save as PDF" option on the statement instead of uploading screenshots.
- Job Seekers Allowance or Employment Support Allowance: A letter from Jobcentre Plus confirming entitlement dated within the 6 months to the application
- Tax Credit Award Notice (TCAN): All pages of the tax credit award notice (dated until the year following the course e.g. April 2023 – April 2024 if the course starts in September 2023). We accept the most recent tax credit annual review before the course starts but only if the income or expected income is shown.

# FINANCIAL SUPPORT FOR THOSE AGED 16-18

- All other income-based benefits:  
A letter from the Department of Work and Pensions or whoever organises the benefit dated within the 6 months prior to the application.
- We will not be able to process applications without the required evidence. Applications submitted without the required evidence will be put on hold until the required evidence has been received.

## Awards and payments

The student services team will assess applications based on the date they've been received. We will consider your location, campus, course and work experience opportunities when assessing an application. Full details of any award will be sent to the student following their application. Depending on the circumstances, we may fund the following:

### Transport

We will provide a contribution towards travel costs for students who live further than three miles from the campus they are studying at. All students have the opportunity to tell us their travel preferences (e.g., bus, train or petrol contribution) on their application.

The college works with many local bus providers and each local authority and will fund the cost of a single subsidised travel pass. In most instances, we will purchase the relevant bus pass shortly after the application has been assessed. Due to this, we ask that students do not complete separate transport applications to their local county council unless they are asked to do so in their financial support award letter. In the event that there is no direct or single bus / train route to college, we will review the best option and will contact the student with more details.

Students with an Education, Health and Care Plan (EHCP) who are not independent travellers and require a taxi to college should apply through their local county council's post-16 SEN transport service. In this instance, students should advise their local authority that they receive financial support and that the college will cover the cost of a subsidised travel pass.

If a contribution towards the cost of petrol is preferred, a monthly travel bursary will be awarded with the amount based on mileage. This is a contribution towards travel costs and therefore calculated on actual days of attendance.

### Equipment & uniform

We will cover the cost of all essential equipment, kit and uniform required to complete the course (listed on the kit page on our website). This also includes a cost of a DBS check (if required). In some instances, we may be able to purchase kit on behalf of the student. A form requesting sizes / requirements etc. will be sent to relevant students on their award letter. Proof of purchase is required for reimbursement.

### Work placement

The college expects most students aged 16 – 18 to complete at least 60 hours work experience each academic year. If a previously awarded travel pass does not cover the journey to work placement, we will fund a contribution of 30p per mile to and from work placement or reimburse bus tickets, depending on the student's preference. Payment is made at the end of each month.

If there are any additional costs, such as equipment or uniform, students should send proof of purchase to student services for reimbursement.

# FINANCIAL SUPPORT FOR THOSE AGED 16-18

## Laptops / Chromebooks

Depending on the number of devices available, we may be able to lend a laptop or Chromebook to students who are eligible for financial support. Eligible students should request a device with the LRC at their campus.

## Other Awards

Depending on the course and funds available, we may also contribute towards:

- UCAS application fee
- College trips
- Transport to university open days and interviews
- Print credit

Full details will be sent to the student following their application.

## FREE MEALS FUND

The college offers eligible students a free meal up to the value of £4.00 each day they are timetabled to attend college.

### Financial eligibility

To qualify for the free meals, the student or parent(s) must be eligible for the 16-19 Bursary Fund and in receipt of one of the following benefits:

- Universal Credit (where net earnings do not exceed £7,400 per annum)
- Income Support
- Income-related Jobseeker's Allowance or Employment Support Allowance
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income below £16,190)

We also offer free meals for students who are eligible for the Vulnerable Student Bursary or who are under exceptional hardship but are not generally eligible.

### How to claim

Students will receive £4.00 on their ID card each day they are timetabled to be in college. This can be spent in our dining areas and coffee hubs at King's Lynn, Cambridge and Wisbech campuses, the Novus café at King's Lynn or the Lynnsport café at the Sports campus.

Students will not be able to claim a meal if they do not have their ID card. If the selection costs more than £4.00, they will be expected to pay the remaining. Unspent daily credit cannot be carried over to the next day.

Payment will be made directly to the student in cases where the student is off-site (during work experience or on a trip, for example).

# FINANCIAL SUPPORT FOR THOSE AGED 16-18

## VULNERABLE STUDENT BURSARY

The college offers a Vulnerable Student Bursary to support students most in need of financial and pastoral support to enable them to continue to participate in education. Eligible students will receive a bursary of up to £1,200 a year.

### Student eligibility

The student must be aged 16 – 18 at the start of the academic year and must meet one of the following criteria to be eligible:

- Living in care or a care leaver
- In receipt of Income Support or Universal Credit in their own name as they are financially supporting themselves

### Evidence to support the application

Students should upload evidence to support their application and confirm their income through the financial support portal.

#### Proof of care status or care leaver status

Students should upload a letter from the local authority or their social worker which confirms that they are a looked-after child or a care leaver.

### Benefit evidence

- Universal Credit: Three most recent full statements. We require all parts of these statements, including the address and the deductions at the bottom. We suggest clicking the “Print to PDF / Save as PDF” option on the statement instead of uploading screenshots.

### Awards and Payment

Successful students will be contacted with a payment schedule and their total award. Payment will be made into the student’s bank account on a fortnightly basis, starting from the end of September. Payment is subject to the student actively attending their course, maintaining good attendance and behaviour and working with their assigned student mentor.

# FINANCIAL SUPPORT FOR THOSE AGED 19+

Students aged 19 – 24 with an active Education, Health and Care Plan or are 19 or over and continuing on a study programme they begin aged 16 – 18 (e.g., a 2-year level 3 course) will be eligible for the 16 – 19 Bursary Fund and should read that section of this document.

For all other students, the college offers a Discretionary Learner Support Fund and Advanced Learner Loan Bursary for those with a household income of less than £45,000 per annum.

## DISCRETIONARY LEARNER SUPPORT FUND

### Student eligibility

The student must be aged 19 or above and must be studying a course which is co-funded or fully funded by the Education and Skills Funding Agency's Adult Education Budget (or relevant devolved authority).

Students can complete the fee calculator to determine whether their course is fully-funded or co-funded.

### Financial eligibility

To qualify for either fund, the student should have a gross household income of less than £45,000 per annum. For students aged 19 and over, this is based on their income (and their co-habiting partner, if applicable) – parental income is not considered.

Students with a gross annual income of more than £45,000 can apply but should demonstrate that they are facing financial hardship. A statement to support this should be submitted to the attention of the Student Services & Enrolment Team Leader, by email at [StudentServices@cwa.ac.uk](mailto:StudentServices@cwa.ac.uk).

If the student is unemployed, relies on their parent / guardian financially and would not be able to access education without financial support, they would be eligible for the relevant fund and will not be required to upload any financial evidence.

## ADVANCED LEARNER LOAN BURSARY

### Student eligibility

The student must be studying a level 3 or 4 course at the college with an approved Advanced Learner Loan.

### Evidence to support the application

Students should upload evidence to support their application and confirm their income through the financial support portal. We require evidence of income / benefit for each parent living with the student. If there is one parent in the household, we also require evidence of the cohabiting partner, if applicable. We accept the following evidence:

#### Proof of income

- P60 from the April before the course starts
- Payslips for the three months prior to the application being completed
- Most recent self-assessment form if self employed

# FINANCIAL SUPPORT FOR THOSE AGED 19+

## Benefit Evidence

- Universal Credit: Three most recent full statements. We require all parts of these statements, including the address and the deductions at the bottom. We suggest clicking the "Print to PDF / Save as PDF" option on the statement instead of uploading screenshots.
- Job Seekers Allowance or Employment Support Allowance: A letter from Jobcentre Plus confirming entitlement dated within the 6 months to the application
- Tax Credit Award Notice (TCAN): All pages of the tax credit award notice (dated until the year following the course e.g. April 2023 – April 2024 if the course starts in September 2023). We accept the most recent tax credit annual review before the course starts but only if the income or expected income is shown.
- All other income-based benefits: A letter from the Department for Work and Pensions (or whoever organises the benefit) dated within the 6 months prior to the application.

We will not be able to process applications without the required evidence. Applications submitted without the required evidence will be put on hold until the required evidence has been received.

## Awards and payments

The student services team will assess applications based on the date they've been received. We will consider your location, campus and course when assessing an application. Full details of the award will be sent to the student following their application. Depending on the circumstances, we may fund the following:

### Transport

We will provide a contribution towards travel costs for students who live further

than three miles from the campus they are studying at. For most adult learners, this will be a monetary contribution as we are unable to procure subsidised travel passes from the local county council or local bus companies for adults. This will be paid in the form of a monthly travel bursary with the amount awarded based on mileage. This is a contribution towards travel costs and therefore calculated on actual days of attendance.

Students with an Education, Health and Care Plan (EHCP) who are not independent travellers and require a taxi to college should apply through their local county council's post-16 SEN transport service. In this instance, students should advise their local authority that they receive financial support and that the college will cover the cost of a subsidised travel pass.

### Equipment & uniform

Students whose course is fully funded or have an approved Advanced Learner Loan will have access to all the essential kit required for their course at no additional cost. In most instances, this will be lent to the student during practical sessions.

For co-funded students (i.e., where a course fee is payable), we will cover the cost of all essential equipment, kit and uniform required to complete the course (listed on the kit page on our website). This also includes a cost of a DBS check (if required). In some instances, we may be able to purchase kit on behalf of the student. A form requesting sizes / requirements etc. will be sent to relevant students on their award letter. Proof of purchase is required for reimbursement.

Adult learners may also receive a consumables award to contribute towards the costs of study which do not come under their equipment award, such as books, stationery and electronic devices for study.



# FINANCIAL SUPPORT FOR THOSE AGED 19+

## Course fees

The college may provide a small contribution towards course fees for co-funded students in cases where they may otherwise not be able to access education due to the cost. This contribution will be applied as a fee waiver at enrolment and the remaining amount will be payable as per the college's fee policy.

All students should complete the fee calculator on our website to confirm whether they are fully funded or co-funded before the start of their course.

## Childcare

We will cover the full cost of childcare (with an Ofsted registered childminder or provider) for eligible students aged 20 or over during their timetabled college hours. Payment will be made directly to the childcare provider. Full terms and conditions will be included in the award letter.

Those aged 16 – 19 will not be eligible for childcare support through our financial support scheme but will be eligible for the government's Care to Learn scheme. For further details, go to [gov.uk/care-to-learn](https://www.gov.uk/care-to-learn).

## Accommodation

We will provide a contribution towards accommodation costs for students studying Access to Medicine (King's Lynn campus) or Access to Veterinary Science (Cambridge campus) who have temporarily relocated to the area to attend their course. The maximum amount is £4,100 per year (approximately £107 per week) and payment can be made directly to the landlord or reimbursed to the student. Full terms and conditions will be included in the award letter.

## Other awards

Depending on the course and funds available, we may also contribute towards:

- UCAS application fee
- College trips
- Transport to university open days and interviews
- Print credit

Full details will be sent to the student following their application.