

## Bursary Fund Information 2023-24

The Woking College Bursary Fund aims to provide financial assistance to students facing financial barriers to participation in education. The bursary is awarded to students (see eligibility criteria below) to assist with costs incurred on travel to and from College, essential resources and compulsory trips related to the programme of study.

Students' individual financial circumstances will be assessed and any financial assistance allocated will be based on courses studied as well as distance and means of transport to College.

We advise all prospective students to research the costs of transport to Woking College as discretionary bursary payments are not intended to cover the full costs of travel.

Please note that students can help reduce their public transport costs by applying for a 16-17 saver railcard and/or a Surrey Students Travel card to enable them to gain reduced ticket prices.

[16+ transport to school or college - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk)

[16-17 Saver | Half Price Travel | National Rail](#)

We cannot make payments to students in cash. All payments towards travel costs will be via BACS directly into **a student's own bank account**. Students should ensure they have a valid bank account that accepts BACS payments set up in their name before applying for the bursary.

Woking College offers three areas to apply for financial assistance;

- Vulnerable Bursary Fund – see section 1
- Discretionary Bursary Fund – see section 2
- Free Meals in Further Education – see section 3

To qualify students must be under the age of 19 on 31<sup>st</sup> August 2023 and meet the residency requirements. For those students aged 19 or over at 31<sup>st</sup> August 2023, they must be continuing a study programme they started aged 16 to 18 or have an Educational, Health and Care Plan.

**Please note that the terms, eligibility and conditions may change from year-to-year based on government guidelines and the amount of funding the College receives for this purpose from central government.**

## 1. Vulnerable Student Bursary Fund

Bursaries of **up to £1,200** a year are available for students who fall into one of the defined vulnerable groups below. Funds will be awarded following a financial needs' assessment.

Group	Evidence Required
Looked After Children, or previously Looked after Children i.e., cared for by the Local Authority	A letter from your Social Worker, Key Worker or Local Authority
Receiving Income Support (IS) or Universal Credit (UC) because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you	A copy of your IS or UC award notice. If you are in receipt of UC we must also see other documentation such as a tenancy agreement in your name, utility bill, birth certificate
In receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA) in your own name or in receipt of both Employment Support Allowance and Personal Independence Payments (PIP) in your own name	A copy of your UC award notice. Evidence of DLA or PIP must be provided

**The amount awarded is dependent upon individual circumstances. All bursary awards are linked to student's attendance, behaviour and making satisfactory progress in their studies. Payments will be withheld if these conditions are not met.**

### Vulnerable Bursary – Free Meals

Free meals has its own eligibility criteria and students who meet the criteria for a defined vulnerable group bursary are not automatically eligible for free meals.

To qualify for free meals the student must be in receipt of benefits/income under £7,400 threshold – please see section 3 for further information on evidence required.

## 2. Discretionary Bursary Fund

Students who reside in a household which has a taxable income of less than £26,000 may be eligible for a discretionary bursary. If you receive benefits such as Universal Credits or Tax Credits to enhance your income these are included in the £26,000 threshold. If rent is deducted from your Universal Credit, this will be included in our £26,000 figure.

Circumstances	Evidence Required
<p>You, or your parent(s)/carer(s), are currently in receipt of one or more of the following benefits:</p> <p>(Please send copies of all benefits)</p> <ul style="list-style-type: none"><li>• Income Support</li><li>• Income based Job Seekers allowance</li><li>• Child/Working tax credit with a gross annual income of £26,000 or less.</li><li>• Employment and Support Allowance</li><li>• Guaranteed Element of State Pension</li><li>• Housing Benefit</li><li>• Universal Credit</li><li>• Council Tax Benefit</li></ul>	<p>An entitlement or full award letter confirming the name and address of the person receiving the benefits dated within the last 3 month should be from one of the following:</p> <ul style="list-style-type: none"><li>• Job Centre Plus</li><li>• Department for Work and Pensions</li><li>• Your Local Authority</li><li>• Last 3 months Universal Credit statements</li><li>• HMRC Tax Credit Award letter for 2022- 23.</li></ul> <p>Any letter provided to us should be dated in the last 3 months. If your letter is older than 3 months then please also provide a recent bank statement showing a payment going into your account within the last 3 months.</p>
<p>You, or your parent(s)/carers(s), are not in receipt of a benefit listed above, but are employed or self-employed with a gross annual household income of less than £26,000</p>	<p>Provide one of the following for each parent/carers:</p> <ul style="list-style-type: none"><li>• Two recent pay slips</li><li>• P60 for the 2022-23 tax year</li><li>• Evidence of self-employed income e.g., tax return or accountants' letter</li></ul>

**The amount awarded is dependent upon individual circumstances. All bursary awards are linked to student's attendance, behaviour and making satisfactory progress in their studies. Payments will be withheld if these conditions are not met.**

### 3. Free Meals

Benefit	Evidence
<p>You, or your parent(s)/carer(s), are currently in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income based Job Seekers allowance</li> <li>• Income-related Employment and Support Allowance (ESA)</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Guaranteed Element of State Pension Credit</li> </ul>	<p>An entitlement or full award letter confirming the name and address of the person receiving the benefits dated within the last 3 months should be from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• HMRC Tax Credit Award Letter for 2023-24 which shows your income from 2022-23</li> </ul> <p>Any letter provided to us should be dated in the last 3 months. If your letter is older than 3 months then please also provide your most recent bank statement showing payments going into your account within the last 3 months.</p>
<p>Child Tax Credit (provided that you are not entitled to Working Tax Credit) and have annual gross income of no more than £16,190 as assessed by HMRC</p>	<p>Final Tax Credits Award showing total household income for the financial year marked 2022-23. Must be for the full year and not partial awards and include all pages.</p>
<p>Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit</p>	<p>Working Tax Credit Award notice marked 2022-23. If you are applying after 31 January 2024 then 2023-24 paperwork is required.</p>
<p>Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum (after tax and not including any benefits you may get)</p>	<p>Universal Credit monthly award notice dated within the last 3 months and the relevant paperwork for current year detailing entitlement and amount paid.</p>

Students who are eligible for a Free School Meal will receive £4 per day on their College ID card which can be used in the College Canteen. Funds are allocated daily and cannot be accumulated.

Students not eligible for Free School Meals may receive a discretionary meal from the College for up to a half-term subject to approval from the Associate Director of Pastoral Care.

#### **4. How to Apply**

Applications for the bursary fund can be made via the Student Portal. Students will be given a login for Portal during their induction week and will be shown how to apply for the bursary scheme at the start of the academic year.

If you require any further information or have queries relating to bursaries or free meals please contact:

Email: [bursaries@woking.ac.uk](mailto:bursaries@woking.ac.uk)