

Student Finance (Bursary) Policy

2025/26

Policy Information	
Date of issue	July 2025 for implementation in the 2025/26 academic year
Date of next review	July 2026
Person responsible for review	Samantha Newark– Business & Operations Manager, as lead for the Bursary Committee
Ratified by:	Governing Body

Policy Monitoring, Evaluation and Review

This policy has been developed as a collaboration between senior leaders, local governors and staff, and the 'Bursary Policy Committee'. This policy will be promoted throughout the college. The working group will take a key role in regularly monitoring and evaluating as well as reviewing the policy annually. This policy along with other college policies will be available on the college website.

Purpose:

This policy provides a detailed description of the criteria for eligibility to the bursary fund, and how we allocate awards.

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. This policy should be read in conjunction with the [government's 16 to 19 bursary fund guide](#).

There are two types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which institutions award using policies they set, in line with the DFE funding rules

Who is eligible for 16-19 Bursary Funding? Eligibility

criteria: all bursaries

For both types of bursary students must meet the eligibility criteria set out in paragraph 2 of the guidance <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

Eligibility criteria: bursaries for young people in defined vulnerable groups

For vulnerable groups bursary, students must meet the eligibility criteria set out in paragraph 3 of the guidance <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guidance/16-to-19-bursary-fund-guide-2025-to-2026>

Eligibility criteria: discretionary bursaries

The DFE permit institutions to set their own eligibility criteria for discretionary bursaries. In all instances, even where you meet the criteria below, the award is based on actual financial need. Students must explicitly set out their needs at application stage.

Eligibility Criteria	Evidence required with your application
<p>You have a gross annual household income of £40,000 or less</p> <p>OR</p> <p>You are eligible for Free College Meals</p> <p>OR</p> <p>Your household is in receipt of income based means tested benefits listed in the evidence section</p> <p>Households with a gross annual income of above £40,000 may be considered where a student is facing exceptional circumstances and financial need is explicitly demonstrable.</p>	<p>FSM eligibility confirmed through MV16</p> <p>Certified letter from the DWP.</p> <p>P60 (additional evidence will also be required).</p> <p>Self-Employment Income evidence.</p> <p>Universal Credit - 3 most recent monthly award statements, in order to estimate assumed income for a full year.</p> <p>Pension Credit</p> <p>Tax Credits (Child Tax Credit and Working Tax Credit)</p> <p>Housing Benefit Council</p> <p>Tax Support</p> <p>Social Fund (Sure Start Maternity Grant, Funeral Payment, Cold Weather Payment)</p> <p>Other means tested certification.</p>

How will MV16 assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the college will prioritise allocation based on need.

An application can only be assessed where all the evidence of household income has been presented. To assess actual financial need, the family circumstances and number of dependents in the household will be considered.

Free College Meals

The 1996 Education Act requires maintained colleges and academy sixth forms to provide free meals to disadvantaged students who are aged over 16, meeting the eligibility criteria which can be found [here](#). Institutions receive funding at a rate equivalent to £2.61 per student per meal. The working group have assessed the cost of a full meal at MV16 at £4.50 per day. The bursary funds will be used to top up the free college meal allowance by £1.89 per day. Applications for Free College Meals will be assessed as and when they are received, with an outcome being returned within 3 working days.

Travel Costs

Where students can demonstrate the need for financial support towards travel, a bus pass or train season ticket will be issued. Only where there is no suitable bus/train route serving the students home to college transport would we consider a mileage contribution for the days attending college. This will be assessed on an individual case basis.

Technology needs

Laptops are offered through the bursary on a loan basis. These laptops are of high specification and come with the full Adobe Creative Cloud® suite installed, and all peripheral accessories. These must be returned at the end of the eligibility period otherwise charges for the items may be incurred by the student.

Course costs

We have analysed our annual course costs and will use the information below to aid us in making decisions on awards. Courses coloured pink indicate our courses with the highest participation costs. Courses coloured blue indicate those with mid-level participation costs.

Course	Annual resource requirements	Total Cost
Sociology Media Studies Level 3 Maths EPQ Sustainability	Stationery	£10-£20
Chemistry Maths Further Maths Physics BTEC Sport Physical Education Health and Social Care Business BTEC Engineering Economics Computer Science	Textbooks & Stationery	£40-£60
Psychology Criminology Spanish History Politics	Textbooks & Stationery	£70 - £90
Product Design	Textbooks, Stationery, Materials for coursework/final piece	£100 - £120
English English Literature	Set texts, Study guides & Theatre trip	£130 - £150
Graphic Communication Photography Art, Craft and Design Textile Design	Sketchbooks, Stationery Materials for coursework/final pieces	£200 - £250

Biology Environmental Science	Textbooks, Stationery Curriculum Trip (A level course requirement)	£360 - £400
Geography	Textbooks, Stationery Curriculum Trip (A level course requirement)	£440 - £480

The Bursary Committee

The Bursary Committee will meet to consider all applications. The committee will usually comprise the Headteacher, Business & Operations Manager and SENDCo. Decisions will be based upon information about a student's individual circumstances with the amount awarded based on actual financial need.

The committee will use your financial need information and specific course and access to education costs to allocate a maximum amount of funds available to a student. Award maximum amounts are indicative only, and to support the budgeting of the funds. Once an application has been approved, requests for purchases and reimbursements will need to be made through your PayMyStudent account, as and when needed. These items must be in line with nature of the financial support awarded.

Students should complete an application via the [PayMyStudent application portal](#) by the deadlines below:

Bursary	Application outcomes to students by
Friday 29 th August 2025	Friday 5 th September

Late applications after the September deadline, if successful, will not have payments back dated.

Applications for [Free College Meals](#) will be assessed as and when they are received, with an outcome being returned within 3 working days.

Decisions will be returned to students within 10 days of the deadlines stated above, or within 7 days for applications made at any other time of year following a sudden change in household circumstances.

Conditions of Funding

Students must engage fully with the study programme including achieving the attendance expectation of 95%. Payments may be withheld from students not achieving the attendance expectation and will only be paid in exceptional circumstances at the discretion of the Bursary Committee.

The college has the right to withhold financial assistance where pupils do not comply with any of our policies or admission agreements.

Students and their parents/carers should understand that the available fund is limited. Any appeals against decisions can be made to the Chair of Governors, via the Governance Professional who will follow the Nova Education Trust's complaints procedure. Email contactus@mv16.org.uk

All payments are made by BACS into the student's bank account, within 14 days of being approved.

A new application must be made at the start of each academic year. Receipts are required for all physical goods or services for which your bursary allocation is required, these must be submitted when making a request through your online account.

Consideration will always be given in the first instance to the college providing support in-kind by buying a bus pass, books, internal transfers for trips and materials for example, as a preferred alternative to cash reimbursements.

Changes in circumstance during the academic year

A small contingency amount is retained by the academy from the overall bursary fund so that some support may be available in the event of a sudden deterioration in the financial circumstances of a student. In these circumstances, students can submit in year applications and the Bursary Committee will meet to assess these applications on an ad-hoc basis.

Confidentiality

We understand that some students may be reluctant to apply for a bursary because we are asking for sensitive personal information. We wish to assure families that we protect the confidentiality of the information provided under the Data Protection Act 2018. We store the application forms and supporting documentary evidence securely and access to this information is carefully controlled. Only a small number of staff will have access to your applications.

If you can evidence financial need, here are some of the costs we could help you with

Equipment	Travel	Course Materials	Meals
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High spec laptop loan	Bus Pass	Textbooks	Daily Meal Allowance
Photography equipment loan	Train Pass	Stationery	
Product Design Materials		Literature texts	Other
Creative Arts materials		Trips which are a mandatory part of your course specification	Exam resit fees