

Student Bursary Policy

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Document Control

Owner	Executive Director - Customer Experience
Audience	All Moulton College Stakeholders
Confidentiality	Low

Version Control

Version	Description/Changes	By	Date
1.0	Full Review and Release	DSS	July 2020
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Approval

Approved By	Meeting Date	Next Review
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Related Policies and Documents

Ref.	Policy
CE-05	Door to Door Transport Policy

Student Bursary & Discretionary Bursary & Loan Fund Policy

Policy Statement

Introduction

- This guidance states the eligibility criteria and process for the administration of financial support for students undertaking Full Time Further Education study at Moulton College in 2026 - 2027.
- Financial support funds are available to students from low-income families with a household income below £30,000 per year. There are two income bands for support: households with an annual income below £25,000 and those with an income between £25,000 and £30,000. Awards are assessed based on the information provided in the application form and are tailored to each student's individual circumstances and needs. Meeting and responding to these needs is our primary responsibility and priority.
- The Bursary Officer is available to support any applicant throughout the process, and we encourage an open approach to communication enabling a better result. We offer telephone support options all the way through to 1-2-1 surgeries if required.
- Learners will be awarded financial support based on the information provided in their application and an assessment of the costs required to participate in their offered course. This may include support for course-related trips and visits where they are an essential part of the programme. Funding will not cover specialist tuition costs, learning support costs or, courses delivered outside the college. Types of support covered by the bursary policy:
 - Moulton College bus fees
 - Essential PPE (optional items will not be funded)
 - Residential fees
 - Childcare – for aged 19 + students only
 - Trips essential to the course
 - Tuition fees for 19+ students only, if not eligible for fee remission.
- A Residential Bursary is available to students wishing to stay in college accommodation. The level of support awarded – either higher or partial award – will be dependent on your household income and individual needs. Please refer to the residential section for full eligibility criteria.
- In order to apply for a bursary, evidence of household income must be submitted as part of the application. This includes evidence of any earnings and benefits received.
- Please be aware that giving false or incomplete information that leads to incorrect payment or overpayment may result in:
 - Future payments being stopped
 - Any incorrectly paid funds being recovered
 - Might result in referral to the police with the possibility of facing prosecution
 - It is a requirement of the Department of Education (DoE) and the Office for Students (OfS) to release a published statement setting out how Institutions will use their bursary fund allocation to support learners with the associated cost of attending and studying at a further education institution. Students

- who ordinarily reside in Scotland – cannot apply for a discretionary or Vulnerable bursary and must contact their local authority to obtain support.
 - Students who ordinarily reside in Wales – May apply for a discretionary bursary but cannot apply for a vulnerable bursary and must contact their local authority.
- The 16 to 19 Discretionary Bursary and Residential Bursary have a limited amount of funds, it is therefore advisable to apply as soon as possible. Once funds are fully utilised, awards will be closed for the academic year.
- Students must apply for support for each year of study and submit evidence relevant to the current year.
- Minimum attendance levels of 90% are required.
- Recognition and allowance for families with exceptional conditions is always considered.

Administration of Bursary Funding Applicants

- Applications for financial support are administered by the Bursary Officer and authorised by the Student Services Manager. Household evidence provided by applicants is used to assess eligibility for financial support and to evaluate the student's individual needs and circumstances. All supporting documentation is stored securely within the student's electronic record and retained in accordance with audit and record-retention requirements.
- Any student or parent/carer who is dissatisfied with the administration of a bursary application or the financial support awarded may submit a formal appeal by emailing bursaries@moulton.ac.uk. Upon receipt, the appeal will be reviewed in accordance with the College's appeals process, and the outcome will be communicated to the applicant.
- All appeals will be held by the discretionary bursary panel. The Panel will be chaired by the Executive Director Customer Experience, and may contain the Executive Director of Finance, Assistant Director of Finance, Student Services Manager, Transport Manager and the Executive Director Student Support & Wellbeing (DSL).
- Appeals should be in writing from the applicant, their next of kin, parent or carer if under 18. Appeals should be made to the Executive Director - Customer Experience (EDCE). In the first instance the appeal will be reviewed by the EDCE. The EDCE will consider if discretion can be applied, and if so, this will be recorded on the applicants account and the applicant informed. If the EDCE is not able to apply discretion, or the request falls outside the parameters of a “normal” award, the appeal will be escalated to the Panel, as above. The appeal will need to address the reason for initial rejection and also provide explanation of any extenuating circumstance the applicant wishes the panel to consider.
- Panel meetings will be held as required, or at intervals, during the application period throughout the year to review. The panel may decide to give applicants with exceptional circumstances a relevant award in line with the student needs. Evidence of the decision will be kept for audit purposes. Bursary outcome decisions should be made to applicants in writing no later than 1 calendar month after their application, during busier times around enrolments this timescale may increase.

- The window of applications to be submitted for assessment will close at the end of the first term or whenever the available funds are depleted, whichever is sooner (with the exception of free meals and the Vulnerable bursary). Late applications, where funds remain OR in the case of a hardship claim will continue to be received and processed on demand.
- Transport Support (Ages 16-18)
 - West and North Northamptonshire County Council offer discounted travel for learners under the age of 18, meeting their low income criteria and travelling to Moulton College as their nearest institution that offers their relevant course. Post 16 travel assistance can be applied for through the 16-19 bursary, further information can be obtained in the transport policy on Moulton College website
 - Local Authority rules state 3 miles as the maximum acceptable walking distance. As Moulton College and its satellite site are located in rural locations, the 3 mile rule may be waived where learners who live less than 3 miles and would experience a dangerous journey e.g. having to walk down a village road with little or no paved walking areas.
 - Where a student can provide evidence of a mobility issue, the 3 mile rule will also be waived.
 - Students with an EHCP should also read the Door to Door Transport policy.
 - Support for transport will be provided during term time/timetabled college days.
- Transport Support (Ages 19 and over)
 - 19+ awards are made to students studying on a funded course and not residing in a devolved area.
 - We will offer financial support towards the lowest cost, most practical form of transport for an adult learner up to a capped maximum amount in-line with the means-tested threshold that is evidenced at the assessment stage.
 - Where a student lives less than 3 miles from the College site they are due to attend, a practicality assessment will take place to determine the need for financial support, in order to make the most of our limited allocated funds.
 - Local Authority rules state 3 miles as the maximum acceptable walking distance. As Moulton College and its satellite sites are located in rural locations, the 3 mile rule may be waived where learners who live less than 3 miles would experience a dangerous journey e.g. having to walk down a village road with little or no paved walking areas.
 - Where a student can provide evidence of a mobility issue, the 3 mile rule will also be waived.
 - Students with an EHCP should also read the Door to Door Transport policy – for travel assistance, please see the college transport policy.
- Residential Support (All ages)
 - Funding for residential support will be prioritised to students enrolling onto Land based provision.
 - Bursary funds for residential applicants can be located in the table below.
- Vulnerable Bursary 16-18 only.

- Students in a defined vulnerable group are students who are:
 - In care of the local authority a 'care leaver' is defined as: a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
 - a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16 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
 - Learners will be awarded the amount of support they need to participate based on the application information provided and assessment of the type of costs they will incur to participate in their "offered" course, this may include trips and visits (which must be identified at the start of the year) where they are linked to the learning. It will not cover specialist tuition costs, learning support, counselling, mentoring, courses that are external to the college, support with accommodation or living costs.
 - For clarity, what previously might have been referred to as a "guaranteed bursary", no longer exists. The £1,200 award associated with this award, again, no longer exists, and awards will only reflect the needs identified above.
 - Students in previously defined groups, or in receipt of particular benefits, are not automatically "entitled" to a bursary if they do not have educational financial needs and/or their educational financial needs are covered from other sources.
- Free College Meals (FCM) eligibility
 - Students must be aged between 16 and 18 on 31 August 2026 to be eligible for a free meal. Students who turn 19 during their programme of study will remain eligible for a free meal until the end of that academic year in which they turn 19 or to the end of their programme of study, whichever is sooner. Credits of £4.00 daily for the meals will be loaded onto the students' ID card to provide a discreet system. The ID needs to be produced when ordering food at Moulton College restaurants/cafes.
 - Students in receipt of one of the following benefits (or their parent/guardian in receipt) will be eligible for a free meal:
 - Income-related Employment and Support Allowance (ESA)
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Universal Credit
 - Students aged between 19 and 25 who are subject to an Education Health and Care Plan (EHCP) and meets the criteria above are also entitled to a free meal while attending their provision.

Eligibility Conditions (16-19 Bursary)

- Student must be aged 16-18 years of age on 31st August 2026. If the learner turns 19 whilst on the course they started on 31st August, they will receive support from the 16 to 19 bursary fund until the end of the academic year.
- A student aged 19 and over is only eligible for the discretionary bursary if they have an EHCP or are continuing the same study programme they started between 16-18 years.
- The course must be funded by government of the local authority this excludes apprenticeships.
- Young people with caring responsibilities are encouraged to apply for the discretionary bursary and if support is required to complete the form they are to contact the bursary officer.

Eligibility Conditions (Adult Discretionary Learner Support)

- Childcare funding can only be awarded for Ofsted registered childcare. This can be with a child minder, private nursery or pre/after school club.

Eligibility Conditions (Advanced Learner loans Bursary)

- A student who is studying at level 3 or above (excluding Higher education students) who is in receipt of an Advanced Learner Loan may apply to the Advanced Learner Loan Bursary Fund. This bursary can assist with travel and childcare costs. (Students must be aged 20+ for help with Childcare costs.)
- If you are interested in receiving more information about loans, please contact Student Services.
- To find out if your qualification is eligible for the loan, visit the [Advanced Learner Loans Qualifications Catalogue](#) or discuss with Student Services
- Read the [Government factsheets on Advanced Learner Loans](#)
- To apply for the Advanced Learner Loan, visit gov.uk. You will need a 'loan information letter' (LIF) to apply, which the College will supply you with as part of your joining instructions.
- To apply for the Advanced Learner Loan bursary please complete the Bursary Application form issued with your conditional offer.

Conditions of Payment

- Awards will be made directly to the provider of services, where possible. This means students will not be paid directly. This can be achieved on most PPE items (arranged with suppliers), transport fees, residential fees, tuition fees, FCM, etc. This removes any barrier to support not being received in a timely manner and ensures little to no financial management issues for students/parents/guardians. Some PPE providers will require initial purchase from the applicant, who will then apply for a refund up to the amount of the

award. Refunds requests need to be submitted to bursaries@moulton.ac.uk with proof of purchase and bank details to enable refund to be made.

- Awards are subject to the learner's continued attendance, progression and good behaviour on their chosen course. Where unsatisfactory, the panel reserves the right to reduce or stop future award payments until improvement is shown. Students with attendance lower than 90% will be reviewed in the fortnight preceding the end of a term. Students whose attendance falls below the college standards will have communication sent to their parent / guardian if under 18.
- Students entitled to Childcare support will receive direction and letters to provide the chosen nursery explaining the payment process, attendance rules and what the College will pay for. Letters will be provided to the student to present to the child-care provider explaining the communication and reporting relationships through the student only.

Management Information and Auditing Requirements

- Funding guidance permits institutions to retain 5% of allocated funds for administration costs (with the exception of the Advanced Learner Loan, being 5% admin retained from total funds awarded).
- Data on awarded students to be included in ILR returns and documents related to student bursary awards are required to be retained by Moulton College for auditing purposes. Paperwork will be archived digitally and securely at the end of the academic year and deleted upon the 7-year required document retention deadline.
- Management information returns are required at certain points in the academic year. These will be completed through collaboration by the Student Services Manager, Executive Director - Customer Experience and Head of MIS.
- Where a 16-18 student claims under the banner of "Self-Supported", looking to nullify parental earnings from the means testing process they must complete the student estrangement declaration form and have it fully certified for it to be considered. For 19+ student evidence of self-supporting eg Housing / rent payments will be required.
- The following tables outlines an indication of a possible outcome of the financial assessment and subsequent award, if any. This is provided as a guideline, but the College's main aim is to ensure each application is viewed individually against the required need of that applicant.

Award Level	Lower assessed income threshold	Upper assessed income threshold
Higher Award	N/A	£25,000
Partial Award	25,001	£30,000

Financial support awards are assessed on a case-by-case basis, taking into account the student's eligibility and individual circumstances. The table below outlines examples of the support that may be provided.

Award Type	Higher Award Value	Partial Award Value
PPE	100% of essential PPE only	50%of essential PPE only
Transport	75% of transport fee	50% of transport fee
Residential 5 day (Under 18)	£4,672	£2,803
Residential 5 day (Over 18)	£3,651	£2,190
Residential 7 day (Under 18)	£6,542	£3,952
Residential 7 day (Over 18)	£5,112	£3,067
Tuition	£1,000	£500

Equality Impact Assessment (EIA)

Please complete both sides of this Equality Impact Assessment and ensure that the latest copy of this is recorded as part of the appendices of the specific policy.

Policy Reference and Name	CE06 Student Bursary Discretionary and Advanced loans bursary funds policy
Assessment date	6 th June 2026
Completed by	SSM
What are the aims of the policy?	To provide a consistent, fair and equitable framework for the delivery of available funds
Who does the policy affect?	All students
Who is involved in implementing the policy?	SSM/EDCE /SSTL/Bursary Officer/ finance dept
What information is currently available about the impact of this policy and its associated procedures?	Assessment of achievement against non-recipients is provided in the E&D reports.
Do you need more information to help you make an assessment about the impact of this policy and its associated procedures?	No
Do you have any examples that show how this policy will have a positive impact on any of the equality characteristics listed in the table below?	See E&D reports

Which other policies does this policy link with?	None
What consultation has taken place in the development of this policy?	Staff as above

Use the table below to assess the impact of this policy on each of the listed characteristics. Your decision must be evidence based. Sources of evidence might include success rates, achievement gaps, application and enrolment data, student voice, consultation outcomes, recruitment and employment data, customer feedback or complaints, meeting minutes.

Characteristic (These characteristics are protected under the Equality Act 2010)	Negative impact ? Y / N	Evidence to support your impact assessment decision	Requires further action? Y/N
Age	N	All applicants are treated the same and all awards are consistent to policy	N
Disability	N	All applicants are treated the same and all awards are consistent to policy	N
Race	N	All applicants are treated the same and all awards are consistent to policy	N
Gender, inc. re-assignment	N	All applicants are treated the same and all awards are consistent to policy	N
Sexual orientation	N	All applicants are treated the same and all awards are consistent to policy	N
Religion / belief	N	All applicants are treated the same and all awards are consistent to policy	N
Pregnancy / maternity	N	All applicants are treated the same and all awards are consistent to policy	N
Marriage / civil partnership	N	All applicants are treated the same and all awards are consistent to policy	N
Socio-economic	N	All applicants are treated the same and all awards are consistent to policy which is sympathetic to this criteria.	N

Overall EIA judgement

Select	
✓	No change required - The assessment is that the policy is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review
	Adjust the policy or practice - This involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. This may involve removing or changing the aspect of the policy that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact
	Continue the policy - This means adopting/continuing with the policy despite the potential for adverse impact. Set out the rationale for this decision, including how the decision is compatible with our legal obligation. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded
	Stop the policy - If there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated