

Further Education Bursary: Frequently Asked Questions

Q) What is the bursary? Who is it for?

The bursary aims to remove financial barriers to studying and ensure no-one is unable to attend college due to financial reasons. Anyone on a Further Education course can apply for a bursary, but apprentices cannot apply. Please note that not everyone who applies will be eligible. You can find full information on this at www.yorkcollege.ac.uk/bursary.

Q) Will I be eligible for the bursary?

If you are studying a Further Education course and your household income is below £40,000 gross pay (before deductions) per year, you should be eligible for bursary funding. If you are in receipt of Universal Credit, you will be eligible for free college meal support regardless of household income.

Q) How do I apply for a bursary?

All students must complete an application form in each new academic year. This needs to be submitted on our website: www.yorkcollege.ac.uk/bursary. As part of your application, you will be asked to upload your evidence. The preferred file format is a .pdf document. If you have any difficulties with this, please contact Funding@yorkcollege.ac.uk in the first instance.

Q) I had a bursary last year. Do I need to apply again?

Yes. You must submit a new bursary application for each academic year. You will need to provide up-to-date income/benefits evidence to support your application.

Q) It's asking me to register/log in. What details should I use?

The student needs to register using their student reference number, date of birth and by create a memorable password. An activation link will be sent to the email address they set when they applied for their course. Once you have clicked the activation link in your email, you will then use the same details to login to your PayMyStudent portal. All applications must be submitted in the student's name as it is their bursary.

Q) What might I get?

The most common support elements are travel funding, free meal credit, and funding for equipment/uniform. Whether you receive each element will depend on your distance from college, personal circumstances, and the course you are studying. The bursary does not cover general living costs such as rent and household bills.

Q) What income/benefits evidence do I need to provide?

What we need will vary depending on your household circumstances. Please see the table below to identify what you will need to provide:

Eligibility criteria	Evidence Required
Claiming benefits only	• Benefits letter dated within the current tax year OR • Your 3 most recent Universal Credit statements, ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any).
Employed and not claiming benefits	• Monthly pay: your 3 most recent pay slips OR • Weekly pay: 12 x most recent pay slips
Employed and claiming benefits	• Benefits letter dated within the current tax year OR • Your 3 most recent Universal Credit statements ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any) AND • Monthly pay: your 3 most recent pay slips OR • Weekly pay: 12 x most recent pay slips
Self-employed and not claiming benefits	• Most recent self-assessment tax return as submitted to HMRC. This needs to show your name and address.
Self-employed and claiming benefits	• Benefits letter dated within the current tax year OR • Your 3 most recent Universal Credit statements, ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any) AND • Most recent self-assessment tax return as submitted to HMRC. This needs to show your name and address.
Retired	• Confirmation of State pension, P60 for any private pensions and confirmation of pension credit (if applicable).
Under 19 and In Care, a Care Leaver, living independently and claiming Universal Credit or claiming Personal Independence Payments (PIP) AND Universal Credit	• In Care: A letter from your Social Worker or Local Authority AND household income/benefits evidence. • Care Leaver: A letter from your Social Worker or Local Authority AND household income/benefits evidence. • Universal Credit: Your 3 most recent Universal Credit statements, ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any) AND tenancy agreement or a letter from your temporary accommodation provider.

	• PIP and Universal Credit: Your 3 most recent Universal Credit statements, ensuring we can see the claimants name and the dates at the top of the statement and covering all the way down to ‘total payment for this month’, including details of entitlements and deductions (if any) and letter confirming your PIP award.
Accompanied Asylum Seeking Children and Asylum Seeking adults	• The application registration card (ARC) AND a copy of the Section 95 support notice.

Q) How can I provide my evidence?

The quickest way of providing evidence is to upload it directly to your application. To avoid delays with your application we ask that all evidence is uploaded as a .pdf file. We understand that this is not always possible and will accept photos or screenshots if all pages of the document are provided in a readable format. If you are unable to upload your evidence, please do send it by email to funding@yorkcollege.ac.uk or we can accept physical copies that can be either brought to the Funding Desk or sent by post.

Q) I’m unsure if I would qualify for a bursary or not. What should I do?

In most cases, students are eligible if their household income is below £40,000 (before deductions) per year. If you are unsure, please make an application as it may take us some time to respond by email about individual circumstances. You can give any additional information and details of any exceptional circumstances in the “Extenuating Circumstances” section of the application. This will avoid further delays and the Funding Team will contact you with a decision once your application has been assessed.

Q) Will I get travel funding/a bus pass?

If you are eligible for the bursary, we will provide travel funding if you live more than 2.5 miles from college by the shortest safe walking route. Travel is capped at a maximum of £10 per student per day.

Q) Is travel funding backdated?

Travel funding can only be backdated to when the application could be assessed. This is the date at which we had the correct household income/benefit evidence and were able to process the application. Assessments may take 20 working days during busy periods, and it is the student’s responsibility to apply in good time and provide the right evidence. We cannot guarantee that applications received after the start of enrolment will be processed before the start of term.

Q) Will I get free meal credit?

Eligibility for further education free meals is dependent on the household receiving certain means tested benefits. All students who are under 19 will be assessed for further education free meals if evidence of means tested benefits are provided. Most students aged 19 or over are not eligible for free meal credit, regardless of what benefits they receive.

Q) Will I get funding for childcare?

If you have a household income of below £40,000 (before deductions) you should be eligible for childcare funding on your timetabled college days. If your course has a compulsory placement, we can also cover childcare costs on these days. We would need written confirmation from your placement provider confirming the dates, times, and duration of the placement. Childcare during college holidays is not covered, however retainer payments can be considered during termly and half termly breaks. Childcare fees over the summer holidays would not be covered.

Q) Will I get help with my equipment/uniform/PPE costs?

If you are bursary eligible, we can cover essential course costs such as uniform, equipment and PPE.

Q) Will I get help with my living costs?

Unfortunately, no. The bursary does not cover general living costs such as rent and household bills.

Q) Will the bursary cover the cost of course trips?

The bursary will only cover the cost of compulsory course trips. For a trip to be compulsory for bursary purposes, the trip itself must entail activities that if the student does not take part in those activities on that date, they will automatically fail the course. These trips are agreed in advance with the Funding Team.

Q) I've applied for a bursary, but I haven't heard anything back. What should I do?

The Funding Team receive a very high number of applications towards the start of the academic year. You can log into your PayMyStudent portal and check the status of your application. We are unable to confirm a specific time frame of when your application will be assessed. Roughly speaking, applications may take 20 working days to assess during busy periods, but this will decrease as the academic year goes on. The Funding Team process applications as quickly as possible and will contact you by email once your application has been assessed. You should receive a basic confirmation email when you first submit your application to confirm it has been received. We kindly request that you check your emails regularly including your junk/spam folders.

Q) I do not have a bank account. Can I give my parent/carer's bank details for any bursary money to be issued to their account?

Generally, no. We are required to issue any bursary funds to the student directly. We can only pay someone else's bank account in very exceptional circumstances such as a student being unable to legally open their own account.

Q) I forgot to input my bank details in the online bursary application/You have emailed me requesting my bank details. How do I get this information to you?

If you log back into your PayMyStudent portal, you can add your bank details from the portal home page. Alternatively, please pop along to the Funding Desk, located in the Student Experience Hub behind the Welcome desk, where you will be asked to complete a payment details request form.

Q) Can I get funding for university open events?

If you are applying to university for September, the bursary can fund visits to three university open events/interviews or £150, whichever comes first. This cap is increased to £250 for students on Performing Arts courses due to additional audition costs.