



16-19 Bursary Fund Guidelines

These guidelines are for students aged 16, 17 or 18 on the 31 August 2025. If you turn 19 on or before this date, please email bursary@bhasvic.ac.uk to discuss your options for financial support.

The 16 – 19 Bursary Fund provides financial support to help students overcome specific barriers to participation and attendance. BHASVIC provides two types of bursary; 'Enhanced' and 'Discretionary'.

Please read these guidelines carefully as they tell you how we target and distribute our funds.

Contents:

How to use these guidelines	Page 2
The Enhanced Bursary: eligibility, evidence needed to apply, what it covers	Pages 3 – 6
The Discretionary Bursary: eligibility, evidence needed to apply, what it covers	Pages 7 – 10
Bursary Summary	Page 11
How to apply, when to apply and what happens next	Page 12
Further information about payments: Costs we do support	Pages 13 - 15
Further information about payments: Costs we do not support	Page 16
Attendance and Behaviour Conditions	Page 17
Travel Calculations: Termly Amounts	Pages 18 - 22
Travel Calculations: Ticket Combinations	Pages 23 - 24
Appendix I: Providing Evidence of Universal Credit	Pages 25 - 26
Appendix II: Universal Credit Award Notice Calculations for the 16-19 Bursary	Page 27
Appendix III: Defining 'In Care', 'Care Leavers' and 'Young Adult Carers'	Page 28

IMPORTANT:

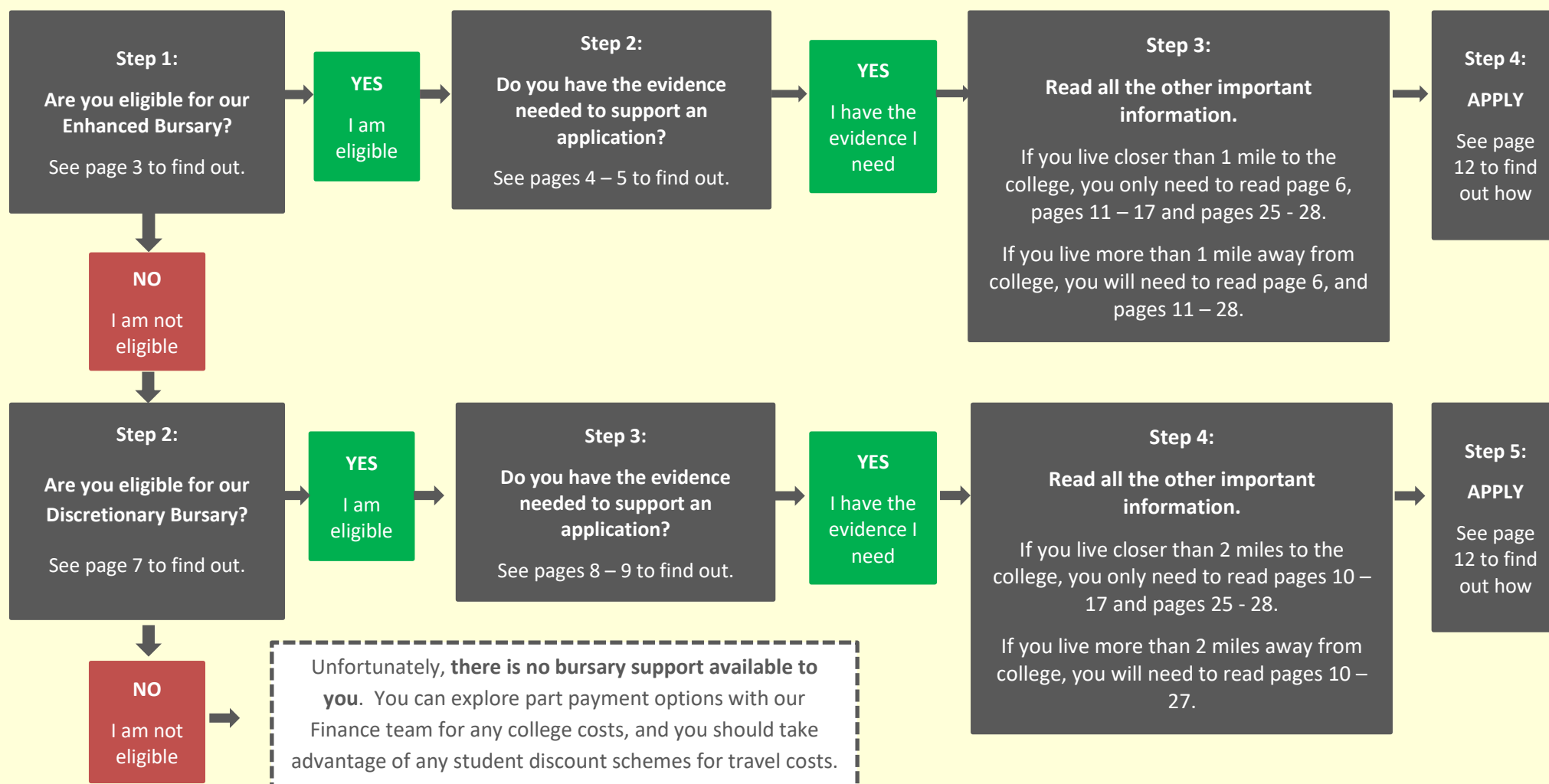
- **Make sure you know your BHASVIC student number.** You can find this on communication sent to you by our Admissions team. You will need this to apply for a bursary.
- **Make sure you can access your BHASVIC email account.** Log in details were sent to you in May. If you cannot access your account, contact our [IT Support department](#) **before** applying for a bursary.
- **You (the student) must have your own bank account, in your own name.** We cannot make payments to you by cash or cheque. If you do not have a bank account, or are having difficulty opening one, please email bursary@bhasvic.ac.uk for advice.
- **Funds are limited and do run out.** We strongly advise you to apply as soon as possible. **Our deadline is 19 September 2025.**
- **Being awarded a bursary is not a guarantee that payments will be made.** You must meet the attendance and behaviour conditions outlined in page 17. If you do not, bursary payments may be reduced or withheld.



2025-26

How to Use These Guidelines

We try to make applying for financial support as straightforward as possible. Following the steps below will help you to find your way around this document, and should make applying easier:



Enhanced Bursary: Are you eligible?

The following students are eligible to apply for an enhanced bursary:

- Students who are **in local authority care** or who have **recently left local authority care** (also known as 'Children in Care' and 'Care Leavers' or 'Care Experienced'). You can find out how we define Care Experienced young people in Appendix III on page 28
- Students who **receive Universal Credit in their own name** (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)
- Students **receiving Disability Living Allowance or Personal Independence Payments in their own name** as well as **Employment and Support Allowance or Universal Credit in their own name**
- Students who live in a household where they, or a parent or carer, are **in receipt of one or more of the following benefits***:
 - Income Support, Income Based Job Seekers Allowance, or Income Related Employment and Support Allowance
 - Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual household income of no more than £16,190, as assessed by HMRC
 - Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum). You can find out more about how we assess Universal Credit income in Appendix II on page 27
 - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)
 - Guarantee Element of State Pension Credit
 - Support under part VI of the Immigration and Asylum Act 1999
- Students who are **Young Adult Carers** and live in a household with a gross income of **no more than £33,000 per annum***.

** If you live between two homes, you should apply for a bursary based on the household you live in for the **majority of the time**. The address on your bursary application and the evidence you use **must** match the address we hold for you on the college system.*

Enhanced Bursary: What evidence do you need?

If you are eligible to apply for an Enhanced Bursary, you must be able to provide us with at least one of the evidence types listed below.

Eligibility	Evidence Type
Students who are 'in care' , or 'care leavers'	A letter/email from the relevant Local Authority, on headed paper, or from a local authority email address.
Students in receipt of Universal Credit in their own name	A copy of your three most recent monthly Universal Credit award statements. (These should be accessible to you from your online account).
Students in receipt of Disability Living Allowance or Personal Independence Payments in their own name And in receipt of.... Employment and Support Allowance or Universal Credit in their own name	Your DLA / PIP Award Letter and/or evidence of payments made into your account within the last 3 months. AND A copy of your three most recent monthly ESA / Universal Credit award statements.
You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits :* <ul style="list-style-type: none"> • Income Support • Income Based Job Seekers Allowance • Income Related Employment and Support Allowance • Child Tax Credits (whilst <u>not</u> receiving Working Tax Credits) with a gross annual household income of no more than £16,190 • Universal Credit (with net earnings of £7,400 or less per annum) • Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC) • Guarantee Element of State Pension Credit • Support under part VI of the Immigration and Asylum Act 1999 	Evidence confirming your entitlement to benefits, for example: <ul style="list-style-type: none"> • Universal Credit Award Notices for the most recent 3 months • A letter/award notice from Job Centre Plus, the Department for Work and Pensions or your Local Authority • A letter / award notice from His Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2025/26 which shows your income from 2024/25. You must provide the full award letter. <p>Any letters provided should be dated within the last three months. If your letter is older, please provide a bank statement showing a relevant payment going into your account within the last three months.</p> <p>Any letters provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.</p>

<p>Young Adult Carer Evidence</p>	<p>One of the following, as evidence of Young Adult Carer Status:</p> <ul style="list-style-type: none"> • A Local Authority Carers Assessment • A letter from a GP or other relevant professional confirming your caring role • A letter/email from a Carers Centre or Carers Project • A letter confirming that someone in the same household is in receipt of Carers Allowance, Personal Independence Payment and/or Disability Living Allowance • A photocopy of your Young Carers / Young Adult Carers Card <p>AND</p> <p>Evidence of Household Income:</p> <ul style="list-style-type: none"> • If the household income is wholly or partly made up by benefits, please provide a letter from the relevant agency which confirms your entitlement, e.g. Local Authority, Job Centre Plus or HMRC • If the household income is wholly or partly made up from employment, please provide one or more of the following: <ul style="list-style-type: none"> ○ The most recent 3 months' pay slips ○ P60 for the 2024/25 tax year ○ Evidence of self-employed income, e.g., tax return or accountants' letter
<p><i>* If you live between two homes we only need information from the household you live in for the majority of the time. The address on your bursary application and evidence must match the address we hold for you on the college system.</i></p>	

What if you can't find your evidence?

In some situations, we can be flexible with the evidence required, as we understand it can be difficult to replace some award letters if lost. We can also offer advice on how to request replacement letters or confirmation of eligibility letters from government agencies. In these circumstances, please contact us by email on bursary@bhasvic.ac.uk

Enhanced Bursary: What does it cover?

If you are eligible for an enhanced bursary, the college will seek to support you with the following costs:

Course Charges	This is mostly applicable to students who will be studying Visual Arts, Performing Arts and/or Geography courses. You can find more information here: Student Charges Schedule 2025-26
Travel	If you live more than 1 mile from the college's main site (BN3 6EG), and within either the Brighton & Hove, East Sussex or West Sussex Local Authority areas.
Free College Meals	£5.00 per day that you are timetabled to be at college, redeemable in our catering outlets via your BHASVIC ID card.
Compulsory Trips	Course-related, compulsory, one-day, non-residential, UK trips.
Scientific Calculator	Up to £90 for students studying Maths, Chemistry, Physics, Biology and/or Environmental Science.
Books / Key Texts	For students studying English Literature (up to £65), English Language & Literature (up to £25) or Modern Foreign Languages (up to £12 per language).
Sports Competition Costs	Budget allowing , we will support competition costs of up to £200 for any enhanced bursary student representing BHASVIC in a sporting event.
Visits to universities / employers / apprenticeship providers	Budget allowing , we will support costs of up to £150 for the travel expenses related to visiting a university, employer or apprenticeship provider if it relates closely to your future progression plan. The £150 limit can be used on either a single trip or across multiple trips.
UCAS Application Fee	For students who apply for a place at university in their second year of study at BHASVIC. UCAS does not charge all students, so the bursary will only cover this cost if it applies to you.

More information about what we pay for, what we don't pay for, and how we calculate travel awards can be found on pages 13 to 24.

Discretionary Bursary: Are you eligible?

The Discretionary Bursary can help students who are not eligible for an Enhanced Bursary, but whose **gross household income is no more than £33,000** per annum. You are eligible to apply if:

- You, or your parent(s)/carer(s), are **in receipt of one or more of the following benefits***:
 - **Universal Credit with a gross income of no more than £33,000 per annum**: as advised by the Education & Skills Funding Agency the college uses the take-home pay figure **in addition to** the amount of UC after all deductions to calculate the total monthly income. This amount across three monthly statements is used to work out the approximate annual household income. Further information on this calculation can be found in Appendix II on page 27.
 - **Working Tax Credit or Child Tax Credit with a gross income of no more than £33,000 per annum**
 - **Housing Benefit or Local Housing Allowance**
 - **Council Tax Reduction Scheme**
 - **Carer's Allowance**
 - **Pension Credit**

OR

- You, or your parent(s)/carer(s) are not in receipt of one of the benefits listed above, but are **employed or self-employed with a gross income of no more than £33,000***

** If you live between two homes, you should apply for a bursary based on the household you live in for the **majority of the time**. The address on your bursary application and evidence **must** match the address we hold for you on the college system.*

Discretionary Bursary: What evidence do you need?

If you are eligible to apply for a Discretionary Bursary, you must be able to provide us with at least one of the evidence types listed below:

Eligibility	Evidence Type
<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> • Universal Credit with a gross income of no more than £33,000 per annum • Working Tax Credit or Child Tax Credit with a gross income of no more than £33,000 per annum • Housing Benefit or Local Housing Allowance • Council Tax Reduction Scheme • Carer's Allowance • Pension Credit 	<p>Evidence confirming your entitlement to benefits, for example:</p> <ul style="list-style-type: none"> • Universal Credit Award Notices for the most recent 3 months • A letter/award notice from Job Centre Plus • A letter /award notice from the Department for Work and Pensions • A letter / award notice from your Local Authority • A letter / award notice from His Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2025/26 which shows your income from 2024/25. You must provide the full award letter. <p>Any letter you provide to us should be dated within the last three months. If your letter is older please provide a recent bank statement showing a relevant payment going into your account within the last three months.</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.</p>
<p>You, or your parent(s)/carer(s) are not in receipt of one of the benefits listed above, but are employed or self-employed with a gross income of no more than £33,000 per annum</p>	<p>We need one of the following for each working parent/carers*:</p> <ul style="list-style-type: none"> • The most recent three months' pay slips • P60 for the 2024/25 tax year • Evidence of self-employed income, e.g., tax return or accountants letter
<p><i>* If you live between two homes we only need information from the household you live in for the majority of the time. The address you give on your bursary application and evidence must match the address we hold for you on the college system.</i></p>	

What if you can't find your evidence?

In some situations, we can be flexible with the evidence required, as we understand it can be difficult to replace some award letters if lost. We can also offer advice on how to request replacement letters or confirmation of eligibility letters from government agencies. In these circumstances, please contact us by email at bursary@bhasvic.ac.uk

Discretionary Bursary: What does it cover?

If you are eligible for a discretionary bursary, the college will seek to support you with the following costs:

Course Charges	This is mostly applicable to students who will be studying Visual Arts, Performing Arts and/or Geography courses. You can find more information here: Student Charges Schedule 2025-26
Travel	If you live more than 2 miles from the college's main site (BN3 6EG), and within either the Brighton & Hove, East Sussex or West Sussex Local Authority areas.
Compulsory Trips	Course-related, compulsory, one-day, non-residential, UK trips.
Scientific Calculator	Up to £90 for students studying Maths, Chemistry, Physics, Biology and/or Environmental Science.
Books / Key Texts	For students studying English Literature (up to £65), English Language & Literature (up to £25) or Modern Foreign Languages (up to £12 per language).
Sports Competition Costs	Budget allowing , we will support competition costs of up to £150 for any discretionary bursary student representing BHASVIC in a sporting event.
Visits to universities / employers / apprenticeship providers	Budget allowing , we will support costs of up to £75 for the travel expenses related to visiting a university, employer or apprenticeship provider if it relates closely to your future progression plan. The £75 limit can be used on either a single trip or across multiple trips.
UCAS Application Fee	For students who apply for a place at university in their second year of study at BHASVIC. UCAS does not charge all students, so the bursary will only cover this cost if it applies to you.

Discretionary bursary students are NOT eligible to receive Free College Meals. More information about what we pay for, what we don't pay for, and how we calculate travel awards can be found on pages 13 to 24.

Summary of Bursaries:

The table below shows the main differences between an Enhanced Bursary and a Discretionary Bursary:

Cost	Enhanced	Discretionary
Course Charges	✓	✓
Travel	✓ 1-mile threshold	✓ 2-mile threshold
Free College Meals	✓	✗
Compulsory Trips	✓	✓
Sports Competition Costs	✓ £200 maximum	✓ £150 maximum
Scientific Calculator	✓	✓
Books / Key Texts	✓ For certain subjects	✓ For certain subjects
Travel for University / Apprenticeship / Employer Visits	✓ £150 limit	✓ £75 limit
UCAS Application Fee	✓ If applicable	✓ If applicable

Please note: Even if you are eligible to apply for one of the bursaries, BHASVIC has the right to refuse your application if you do not have any actual financial need. This may be because your financial needs are being met in another way, or because you have no college-related costs to meet. No award is guaranteed, and all monies awarded will be based on **the college's assessment of your financial need**.



How to Apply:

The application process for both types of bursary is the same.

- You need to apply online, via this online portal, **from the 14th of July**: [Financial Support Portal](#)
- You should apply as soon as possible.

IMPORTANT:

- Complete each section of the application form carefully – answer all the questions. We can only process completed applications.
- You will need to upload electronic copies of the required evidence:
 - **Do not** send us anything by post or email unless we ask you to. Only evidence submitted via the portal is correctly attached to your application.
 - **Do not** upload multiple photos or screenshots of documents. Each piece of evidence must be submitted as a single, individual document.
- If you have any problems, email bursary@bhasvic.ac.uk and a member of staff will help you.

When to Apply:

- **The deadline for applications is Friday 19 September 2025.** Acceptance of applications received after this date will be at the college's discretion.
- **Do not wait for your GCSE results to apply** – apply as soon as you can. If you do not enrol at BHASVIC in September we will destroy your application in line with data protection guidelines.

Any student finding themselves in financial hardship after the 19 September deadline should still contact bursary@bhasvic.ac.uk. We will always help if we can.

What happens after an application is submitted?

- All applications are assessed by the Centre Operations team.
- Remember, we can only process completed applications that include the required evidence.
- If your application is incomplete, we will use your BHASVIC email to request more information.
- **All decisions are emailed to your BHASVIC email account. We will try to let you know the outcome of your application within 15 working days but it may take longer during college holiday periods.**
 - **If a bursary is awarded:** the email we send to you will tell you how much you have been awarded, what the award is for, how the payments will be made, and the month in which payments are made. **You can view all this information in the application portal.**
 - **If a bursary is refused:** the email we send to you will explain why. The most common reason is not having the required evidence or not completing the application in full.

Further Information About Payments: Costs we do support

The following table explains each type of payment in more detail:

Course Charges	<p>The amount you are awarded is based on the course(s) you enrol on. Some students will have no course charges at all, others will find that all their chosen courses have a related charge.</p> <p>Course charges for two-year courses are paid in two parts, half in each academic year. You need to re-apply for the bursary for each academic year.</p> <p>Support for course charges is assessed automatically at the point of application and you do not need to provide additional evidence for this.</p>
Travel	<p>To receive support with travel costs you must:</p> <ul style="list-style-type: none"> • live within the Brighton & Hove, East Sussex or West Sussex local authority areas • live over 1 mile away for an Enhanced Bursary, or 2 miles away for a Discretionary Bursary • provide the college with receipts evidencing your costs when requested • not be in receipt of travel support from another source (e.g. a local authority) <p>Distances are calculated from our main site, postcode BN3 6EG, and we cannot pay travel costs from outside of the three Local Authority areas listed above.</p> <p>We use Google Maps to calculate the distance between your home address and the college site. We use the shortest walking distance provided. You may want to check this yourself, using the postcode given above, so you know in advance whether you are likely to receive travel support.</p> <p>The reason for using the Google Maps shortest walking distance for all calculations is to ensure that the calculation is fairly applied to each student, decisions are transparent, and that our allocation process for travel does not require college staff to analyse the various routes that may be available to an individual.</p> <p>We will not fund travel for students who do not meet the 1- or 2-mile distance threshold, unless there are exceptional or medical circumstances, which will be considered on a case-by-case basis. You will need to contact us via bursary@bhasvic.ac.uk if you think this applies to you.</p> <p>All travel awards are based on the cheapest form of public transport available to you, and we also expect you to take advantage of any discounts or subsidies available.</p> <p>The award you are given may not cover 100% of your costs. Please see pages 18-22 for more information on amounts paid per term, determined by area.</p> <p>If you are travelling to college by train or bus and also live more than 1 miles / 2 miles from your nearest station/stop, we may offer you additional funds to cover travel costs between your home and the train/bus station/stop.</p> <p>Support for travel is assessed automatically at the point of application and you do not need to provide additional evidence for this, unless you are applying on the grounds of exceptional or medical circumstances.</p>

Free College Meals	If you are eligible to receive an Enhanced Bursary, you will be provided with £5.00 per timetabled day to spend in our food outlets. This will be loaded on to your BHASVIC ID card which you then use as a cashless payment method. Eligibility for Free College Meals is assessed automatically at the point of application and our decision is based on the evidence supplied to us with your application. Students receiving a Discretionary Bursary are not eligible to receive this support.
Compulsory Trips	<p>For one-day, compulsory, non-residential trips within the UK, that take place during term-time, linked to a specific course, we can cover the specified trip costs. Please follow college trip procedures as directed by your teacher. You should also contact bursary@bhasvic.ac.uk as soon as you are made aware of a trip so we can authorise an internal payment to cover the cost. If you have already paid for a trip and would like to organise a refund, email bursary@bhasvic.ac.uk with the trip details and payment receipt.</p> <p>Support for trips is not assessed automatically. You will need to contact us each time you have the opportunity to participate in a trip. We only cover costs for trips that the college deem as compulsory.</p> <p>Please note that we cannot provide any support for trips that include an overnight stay, regardless of whether they are in the UK or abroad. You should expect to meet all costs for residential and overseas trips yourself. The college usually offers a payment plan for these trips.</p>
Sports Competition Costs	<p>Students representing BHASVIC in a sporting event can receive funds towards compulsory Sport Competition Costs for each year of study.</p> <p>Support for Sports Competition Costs is not assessed automatically. You will need to contact us to request this support and we will contact the Sports Department to confirm that you are representing BHASVIC in a sporting event.</p>
Scientific Calculator	<p>Only for students studying Maths, Physics, Chemistry, Biology or Environmental Science. We will pay up to a maximum of £90.</p> <p>Support for a calculator is not assessed automatically. With enough notice, we may be able to order the item on your behalf. The alternative is that you purchase a calculator with your own funds and provide us with a copy of the receipt so we can refund you (up to a maximum of £90). You can only receive support to purchase a calculator once during your time at the college. If you are unsure of the calculator functions required for the entirety of your study, please ask your teacher(s) for more information.</p>
Books / Key Texts	Only for students studying English Literature (up to £65), English Language & Literature (up to £25) or Modern Foreign Languages (up to £12 per language). Support for this cost is not assessed automatically . With enough notice we may be able to order the item(s) on your behalf. The alternative is that you purchase the book(s) with your own funds and provide us with a copy of the receipt so we can refund you (up to the maximum annual allowances given above).
Visits to universities / employers / apprenticeship providers	<p>We may support students with travel costs to attend university, apprenticeship and/or employer events such as Open Days, Applicant Days or Admissions/Job Interviews, where there is a clear link with their future progression plan. There is a £150 limit for Enhanced bursary students, and a £75 limit for Discretionary bursary students.</p> <p>When deciding whether we can support a request, we will consider whether the trip is compulsory or optional, whether the university, apprenticeship provider or employer</p>

	<p>offers financial support for this purpose, and whether there is a viable alternative e.g. taking part virtually.</p> <p>All awards made under this category will be dependent on the budget we have available at the time. If funds are available, we will support Enhanced Bursary recipients with a maximum of £150 per academic year, and Discretionary Bursary recipients with a maximum of £75 per academic year. The amount awarded will be calculated using the cheapest form of public transport from BHASVIC to your destination and will also take all available travel discounts into account. We will not pay for overnight accommodation costs associated with visits of this type, and can only support the costs of the student, not those of anybody travelling with them. Support under this category is not assessed automatically and you will need to contact us if this cost arises for you.</p>
UCAS Application Fee	<p>The cost of applying to higher education via UCAS is approximately £28, however for some students this charge will be waived. If you do need to pay, it is very important that you budget for this in advance of making your application, as you need to pay this cost using a debit card and we cannot pay it to UCAS on your behalf. However, if you provide Student Services with a copy of your receipt, we can reimburse this cost for you. You should send your receipt to bursary@bhasvic.ac.uk</p>

Further Information About Payments: Costs we do not support

The following table provides information about the costs the bursary **does not** cover, and why:

Printing	All students receive print credits at the beginning of their first year - when these have run out, more print credits can be purchased from the Library desk. We strongly encourage students to carefully consider what needs to be printed, to cut down on both cost and waste.
Exam Re-sits	We cannot support students with the cost of exam re-sits.
Enrichment or extra-curricular activities (including Duke of Edinburgh Awards)	We cannot support the cost of any enrichment activities which are not a compulsory part of a course you are studying. The college offers a wide range of enrichment activities and tries to ensure there are always options with zero costs to meet.
Compulsory Admissions Examinations	Some university courses require an admissions test as part of their application process, for example, the LNAT for some Law courses, or the UKCAT for some Medicine courses. Many of these processes waive their fees for students who are in receipt of a 16-19 Bursary, so we do not meet this cost for you. If you are unsure whether you are required to pay a fee for a compulsory admissions test, please speak to Student Services and we can help you contact the relevant university to request a fee waiver.
High Value Equipment	Due to a limited budget, we cannot support students with the cost of high value equipment such as laptops and cameras. We may however be able to provide a laptop on long-term loan. If you do not have a laptop that you can bring into college with you, please email bursary@bhasvic.ac.uk and a member of staff will get back to you.
General living costs	The bursary will not cover general living expenses e.g., mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your college course(s).
Petrol	All awards for travel are based on the cheapest form of public transport available to you, after all available discounts have been applied.
Car Parking	There is no student parking on-site. If you chose to travel by car we will not contribute towards the cost of metered parking. We do not recommend students travel to college by car, as parking is very limited in the local area.
Small items of stationery	We will not allocate additional funds to you for small items of stationery e.g., pens, paper, folders.
Assessment and Examination Fees	Students with attendance below 90% by the time examination or assessment entries are made, may be required to pay a contribution towards the cost of assessment. The bursary fund will not cover this cost for you.

Attendance and Behaviour Conditions

The bursary fund is intended to help you participate fully in your education at BHASVIC and we expect all students to maintain high levels of attendance and punctuality. Regular and full attendance and punctuality have a direct and positive impact on achievement.

We also expect the behaviour of all members of the college community to support a calm and purposeful atmosphere which respects others and enables effective learning to take place.

To ensure bursary payments are made to you in full and on time, you must:

- Maintain attendance of 90% or over in all timetabled lessons, including tutorial.
- Follow the college's absence procedures for any unavoidable absences e.g. illness. You can find more information here: [Attendance and Absence Procedures](#)
- Check your college email and TEAMS accounts regularly and respond promptly to any messages from staff.
- Provide receipts evidencing your costs when requested to do so (this mainly applies to those students receiving support for travel costs)
- Adhere to the terms and conditions of your college contract and uphold the expectations laid out in the Student Code of Conduct. You can find more information in our [Student Behaviour Policy](#)

If your attendance does drop below 90%, or if you are subject to any disciplinary proceedings, your bursary payments may be reduced, delayed or withheld.

Travel Calculations: Termly Amounts Paid to First Year Students (A1s)

You only need to read pages 18 to 24 if you think you are eligible to apply for travel support.

If you are eligible for support with travel, we will pay you a set amount each term, so long as you meet our attendance and behaviour conditions outlined on page 17.

All travel awards are based on the cost of the cheapest method of public transport available. The table below, and on the following pages, shows you how we have calculated the cost from local areas within Brighton & Hove, East Sussex and West Sussex.

Please note that we have only included the costs for new first year students. If you are an existing student, moving into your second year with us, you will find A2 travel costs here: [Travelling to and from College](#)

Train and bus prices can increase during the year, but we will not recalculate your award if this happens; the amount you are allocated at the beginning of the year remains the same, regardless of any changes in fares. Prices quoted in the table were correct at the time of publication (June 2025).

Continued bursary eligibility is dependent on your attendance and conduct at college – **please bear this in mind when budgeting, as January and April bursary payments may not be received into bank accounts until the second week of the new term, after attendance and disciplinary checks have been completed.**

1	2	3	4	5
AREA	Cheapest / most reasonable method of transport	Discount Available	Ticket Prices (After relevant discount applied)	A1 (First Year) Amount paid in each term (Sept, Jan & April)
Brighton & Hove (including Portslade, Fishersgate & Saltdean)	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £13.20 Pay Monthly City Saver: £43.90 90 Days City Saver: £123.10	Sept: £162.70 Jan: £136.30 April: £136.30

Bognor Regis	Train	16-17 Saver (A1 students)	7 Days - £38.30 1 Month - £147.10	Sept: £556.20 Jan: £479.60 April: £479.60
Burgess Hill	Train	16-17 Saver (A1 students)	7 Days - £20.60 1 Month - £79.15	Sept: £299.25 Jan: £258.05 April: £258.05
Chichester	Train	16-17 Saver (A1 students)	7 Days- £38.30 1 Month- £147.10	Sept: £556.20 Jan: £479.60 April: £479.60
Durrington	Train	16-17 Saver (A1 students)	7 Days - £31.70 1 Month - £121.75	Sept: £460.35 Jan: £396.95 April: £396.95
Eastbourne	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Goring-By-Sea	Train	16-17 Saver (A1 students)	7 Day - £34.05 1 Month - £130.80	Sept: £494.55 Jan: £426.45 April: £426.45
Hassocks	Train	16-17 Saver (A1 students)	7 Days - £17.40 1 Month - £66.85	Sept: £252.75 Jan: £217.95 April: £217.95
Haywards Heath	Train	16-17 Saver (A1 students)	7 Days - £24.20 1 Month - £92.95	Sept: £351.45 Jan: £303.05 April: £303.05

Lancing	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Lewes	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Littlehampton	Train	16-17 Saver (A1 students)	7 Days- £38.30 1 Month- £147.10	Sept: £556.20 Jan: £479.60 April: £479.60
Newhaven	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Peacehaven & Telscombe	Bus	BusID with The Key (Electronic Smartcard)	7 Day Network Saver: £14.70 Pay Monthly Network Saver: £45.90 90 Days Network Saver: £139.55	Sept: £183.65 Jan: £154.25 April: £154.25
Polegate	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Pulborough	Train	16-17 Saver (A1 students)	7 Days- £38.30 1 Month- £147.10	Sept: £555.60 Jan: £479.60 April: £479.60
Seaford	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50

Shoreham-By-Sea	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £13.20 Pay Monthly City Saver: £43.90 90 Days City Saver: £123.10	Sept: £162.70 Jan: £136.30 April: £136.30
Southwick	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £13.20 Pay Monthly City Saver: £43.90 90 Days City Saver: £123.10	Sept: £162.70 Jan: £136.30 April: £136.30
St Leonards	Train	16-17 Saver (A1 students)	7 Days - £36.10 1 Month - £138.65	Sept: £524.25 Jan: £452.05 April: £452.05
Wivelsfield	Train	16-17 Saver (A1 students)	7 Days - £21.00 1 Month - £80.65	Sept: £304.95 Jan: £262.95 April: £262.95
East Worthing	Train	Brighton Unizone	7 Day Unizone Ticket: £22.00 1 Month Unizone Ticket: £84.50 3 Month Unizone Ticket: £253.50	Sept: £319.50 Jan: £275.50 April: £275.50
Worthing	Train	16-17 Saver (A1 students)	7 Days - £27.30 1 Month - £104.85	Sept: £396.45 Jan: £341.85 April: £341.85
West Worthing	Train	16-17 Saver (A1 students)	7 Days - £29.25 1 Month - £112.35	Sept: £424.80 Jan: £366.30 April: £366.30

Travel Discount Schemes

More information on each of the discount schemes can be found here:

Bus ID: <https://www.buses.co.uk/child>

16-17 Saver: <https://www.16-17saver.co.uk/>

Unizone: <https://www.southernrailway.com/tickets/discounts-and-railcards/unizone>

Please make sure you apply for the relevant discount scheme in plenty of time, well before you need to purchase your tickets. There is a cost attached to some of the discount schemes - the bursary will not cover this cost for you.

Travel Calculations: Ticket Combinations

The method we use to calculate travel costs aims to ensure that we get the best value from the bursary fund and can help as many students as possible. We would strongly recommend that you do your own research and calculations to establish the best way of spending any money you receive for travel. However, the following table gives details of the combination of tickets we have used to calculate each termly payment.

	A1 Students	
<p><u>September Payments</u></p> <p>Covers travel from 8th Sept – 17th Dec for A1 students</p> <p>Excludes October half term</p> <p><i>Also includes an additional 1-week payment to cover period used for attendance checks at beginning of Spring term in January.</i></p>	Bus ID City Saver	1 x 90 Day Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets
	Bus ID Network Saver	1 x 90 Day Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets
	16-17 Saver	3 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets
	Unizone	1 x 3 Month Ticket <i>Plus</i> 2 x 7 Day Tickets

<p><u>January Payments</u></p> <p>Covers travel from 5th January – 27th March for A1 students.</p> <p>Excludes February half term</p> <p><i>Also includes an additional 1-week payment to cover period used for attendance checks at beginning of Summer term in April.</i></p>	Bus ID City Saver	1 x 90 Day Ticket (on The Key)
	Bus ID Network Saver	1 x 90 Day Ticket (on The Key)
	16-17 Saver	3 x 1 Month Ticket
	Unizone	1 x 3 Month Ticket

<p><u>April Payments</u></p> <p>Covers travel from 13th April – 16th July for A1 students</p> <p>Excludes May half term and no additional payment made.</p>	Bus ID City Saver	1 x 90 Day Ticket (on The Key) <i>Plus</i> 1 x 7 Day Tickets
	Bus ID Network Saver	1 x 90 Day Ticket (on The Key) <i>Plus</i> 1 x 7 Day Tickets
	16-17 Saver	3 x 1 Month Ticket <i>Plus</i> 1 x 7 Day Tickets
	Unizone	1 x 3 Month Ticket <i>Plus</i> 1 x 7 Day Tickets

Appendix I: Providing Evidence of Universal Credit

When uploading evidence to the application portal, it is important that each piece of evidence is uploaded as a single document. Uploading multiple photographs or screenshots of evidence makes it more difficult for staff to assess your eligibility and process your application.

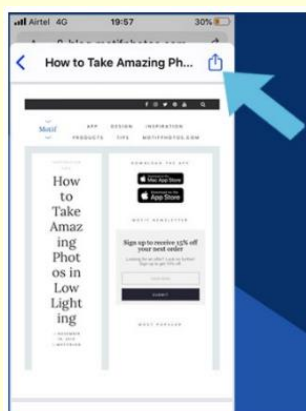
How to download your online Universal Credit Statements

1. Log in to your Universal Credit account: [Sign in to your Universal Credit account - Universal Credit](#)
2. Go to the 'payments' section.
3. You should see a list of months in which you have received Universal Credit. Click on these to view your statements.
4. Click on 'print this statement' – usually found in the top right-hand corner of the statement. If you can't click 'print this statement' you may need to use a different web browser e.g. Google Chrome, Microsoft Edge, Safari etc.
5. Depending on the device you are using, please follow the relevant instructions below:

If using an Apple device:

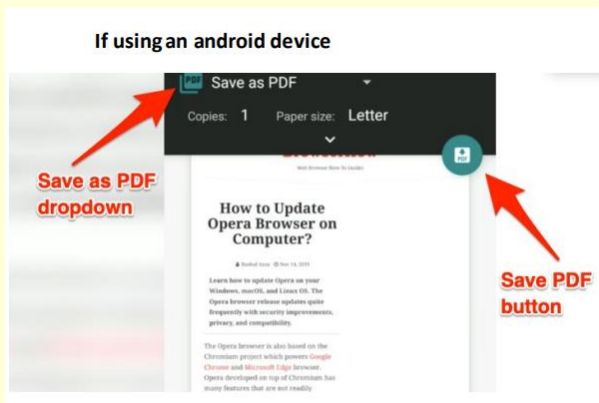


You'll see a small preview first. To take a closer look, use the pinch-out gesture on the preview. Alternatively, you can press hard on the preview to view the document in full.



Once you're in full preview, you'll be able to see this option. Select whether you'd like to save this to cloud or send via email. If you save it, you can then upload it to the portal when you complete your application.

If using an Android device:



From the print preview screen you can click on the printer selection drop-down box and choose 'Save as PDF'. The 'save PDF' button will then appear. Click on the button to save the document

Appendix II: Universal Credit Award Notice Calculations for the 16-19 Bursary

As per the guidance from the Education & Skills Funding Agency (ESFA), if you are in receipt of Universal Credit, we ask that you upload your three most recent monthly award statements when you submit your application.

The take-home pay figure **in addition to** the amount of Universal Credit after all deductions gives the total monthly income. Using three months of statements acts as a guide to the household income for a quarter of a year. This figure is then used to estimate income for a full year.

The example below is lifted directly from the [ESFA's 16-19 Bursary Fund Guide for 2024-25 academic year](#).

The screenshot from a claim below shows “What we take off (deductions)”. This shows the take-home pay that Universal Credit takes into account – in the example it is £10. This section will show earnings reported by an employer or self-employed income and expenses reported by the claimant, as appropriate. The formatting of a claim in a mobile view and desktop view will look slightly different, but both will contain the same information.

Assessment period: 14 May to 13 June 2024
[Need help understanding your assessment period?](#)

Your payment this month is
£387
 This will be paid by 8pm on 20 June 2024

What you're entitled to

Standard allowance £393.45
 You get a standard amount each month. You said you're single

Total entitlement before deductions £393.45

What we take off (deductions)

Take-home pay -£5.50
[Need help understanding take-home pay?](#)
 Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by you
 £10.00

The amount we'll use to work out your Universal Credit is £10.00

Your total take-home pay for this period is
£10.00

Every £1.00 you earn in take-home pay reduces your Universal Credit by 55 pence.

Total deductions -£5.50

Your total payment for this month is
£387.95

The calculation the college would do based on this UC statement would be as follows:

$$\begin{aligned} &\text{Take home pay figure (£10)} \\ &+ \\ &\text{UC amount after deductions (£387.95)} \\ &= \\ &\text{Monthly income (£397.95)} \end{aligned}$$

If the applicant submitted three statements showing the same amount, the quarterly income would be:

$$£397.95 \times 3 = £1,193.85$$

Which would be used to calculate an annual income of:

$$£1,193.85 \times 4 = \mathbf{£4775.40}$$

**Take Home
Pay Figure**

**UC After
Deductions**

Appendix III: 'Children in Care' and 'Care Leavers'

Defining 'in care' and 'care leavers'

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

- 'in care' means young people looked after by a local authority on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'
- 'care leaver' means either:
 1. 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
 2. 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

Most care-experienced young people have, or will have had, a Social Worker.

Foster care, including privately arranged foster care

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the 'in care' criteria for the Enhanced Bursary.

A young person who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the young person) is not classed as a looked after child and is not eligible for the Enhanced Bursary, but may well be eligible for the Discretionary Bursary.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible to apply for help from the Enhanced Bursary.

Defining Young Adult Carers

For the purposes of the 16 to 19 Bursary Fund, the college uses the following definition:

- A Young Adult Carer is a young person between the ages of 16 and 25, who helps care for someone with a disability, mental health condition, substance misuse issue or long-term illness.