

**WORCESTER SIXTH FORM
COLLEGE**

**FINANCIAL SUPPORT
FOR STUDENTS
FOR 2026-27**

May 2026

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1. Introduction

The College receives an annual allocation of Discretionary Bursary money from the Funding Body for 16–19-year-olds. The Bursary Fund is subject to both internal and external audit.

2. Aim

The College intends to dispense its Bursary Fund to provide financial assistance to students who otherwise might be inhibited from remaining in education and participating in a college course for financial hardship reasons.

3. Principles for Allocation

To be eligible for financial assistance from the Bursary Fund a student must be:

- (i) enrolled as a student at the College
- (ii) aged 16 – 18 on 31st August prior to the start the course
- (iii) meet the residency criteria in DfE funding rules for post 16 provision

4. Process

Students are invited to apply for one or more of the following forms of financial assistance:

- (i) Discretionary Bursary
- (ii) Travel
- (iii) Free Meals
- (iv) Defined Bursary

The allocation of Bursary Funds is dependent upon a satisfactory student attendance record and are not guaranteed for students.

The Defined Bursary is paid weekly.

Successful decisions may be subject to the following:

- (i) The Principal, Vice Principal, a Head of Year or Senior Leader for Pastoral Care may make discretionary decisions to allocate funds to a student, if a need is urgent.
- (ii) Each application is judged on its merits and those students who are most in need of help are identified. The Bursary Funds are limited and consequently it may not be possible for all applications to be successful.
- (iii) Applicants are notified of the outcome of their application, and advised if further action is required, when their application has been assessed and processed.

5. Guidelines and eligibility criteria

Awards are made to 16-19 year old students on the basis given below:

i. Discretionary Bursary

Discretionary Bursary Funds are to help students with the cost to buy essential books, equipment, specialist clothing, essential trips, course fees and any essential costs of participating in their study programme.

Awards from the Discretionary Bursary Fund are based upon the principle that the families of eligible applicants receive a gross annual income of £36,500 or less and are likely to be in receipt of either:

- Universal credit
- Other benefits

All awards are based on an assessment of a student's individual circumstances and actual financial need.

ii. Travel

Students whose household income is below £36,500 gross a year and who live more than two miles from College will be awarded a termly Severn Card.

Students whose household income is below £36,500 gross a year travelling to College by train will be awarded the value of the monthly and weekly season tickets for each half term. Students will be required to approximate term-time-only rail tickets. Students will supply the Student Travel and Finance Officer with proof of purchase for each ticket before funds for the next ticket will be advanced to the student. No further funds will be provided if no proof of purchase is provided for the last ticket. Students should purchase a 16-17 railcard in Year 12 and a 16-25 railcard in Year 13, to purchase the cheapest ticket prices possible. Reimbursement will be made on these prices. If extent of rail reimbursement is considered extraordinary, only partial reimbursement may be possible.

iii. Free Meal

Free meals are targeted for students having parents who are in receipt of, one or more of the following benefits:

- (i) Universal Credit
- (ii) Income Support
- (iii) Income-based Jobseekers Allowance
- (iv) Income-related Employment and Support Allowance (ESA)
- (v) Support under part VI of the Immigration and Asylum Act 1999
- (vi) The guarantee element of State Pension Credit
- (vii) Child Tax Credit (provided they are not entitled to Working Tax Credit and have a gross annual income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- (viii) Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit

A meals allowance of £5.00 will be loaded onto an eligible student's ID card daily to be used in the College cafeteria.

iv. Defined Bursary

Students who meet the criteria, and who have a financial need, may be eligible for a bursary of up to £1,200 per annum. This bursary is based on an assessment of need and will not be automatically awarded.

The defined vulnerable groups are students who are in care, care leavers, students who receive Income Support (IS) or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them, such as a child or partner. Also, students 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.

v. Stationery/Printer Credit

A stationery pack is made available to any student who is eligible for Discretionary Bursary Fund at the beginning of the academic year.

A £7.50 payment will be credited to any student who is eligible for Discretionary Bursary Fund at the beginning of the academic year, to be used for printing from the college printers. The Student Travel and Finance Officer may issue further vouchers if required.

vi. Wider Bursary Support

The College has a discretionary allowance to support students where there are exceptional circumstances which impact on the family welfare needs.

6. Decision Guidelines

In addition, however, the following guidelines will advise those making decisions:

- (i) Applicants/Parents of applicants in receipt of welfare benefits will be required to show proof of benefit payment.
- (ii) Applicants/Parents of applicants must be prepared to show evidence of income.
- (iii) Applications from 16-19 students living independently may be considered.
- (iv) Applications for travel assistance from 16-19 students would not normally be considered if they live less than two miles from College.
- (v) Any student in receipt of a bus pass who leaves College before the completion of their course will be required to return their bus pass to the Student Travel and Finance Officer immediately.

Applications for support for trips/visits/exchanges from eligible students will be judged on the following basis:

- (i) An application from a student whose attendance is or falls below 90% may not qualify for full support.

- (ii) The Student Travel and Finance Officer will monitor the total value of awards made to individual students from The Discretionary Bursary Fund and normally restrict the total to £400, the annual allowance.
- (iii) A student who has received an allocation from the Bursary Fund and leaves before the completion of their course may be required to repay all or part of their allocation.
- (iv) Any appeal against a decision made by the Student Travel and Finance Officer should be made in writing to the Vice Principal. This decision is final.
- (v) Any complaints relating to Financial Support will be dealt with by the College according to its Complaints Policy, which is available upon request.

7. Monitoring

This policy is monitored annually by the Senior Leadership Team. The funding allocation made to the College, and its disbursement, is subject to annual checks made by the funding bodies, the Trust and the Trust's Auditors.