

Financial Support Guidance Information Sheet (16-18) 2025/2026

The bursary fund schemes are designed to support students successfully complete their course of study by providing financial assistance for course related costs.

Eligibility, Income Thresholds & Course-related Support

16-19 Bursary:

Household income under £28,000 a year we can support with the following course-related costs such as:

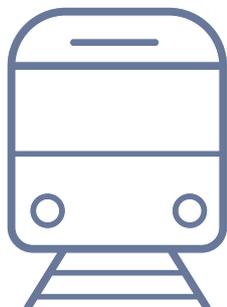
- Travel (bus, train or travel contributions)
- Mandatory Kits and uniforms
- Mandatory Trips
- Meals

Travel Scheme:

Household income over £28,000 but under £45,000 a year we can support with:

- Travel (bus, train or travel contributions)

Travel Support is available if you live more than 1.5 miles from your main campus.

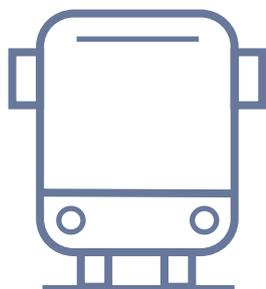


Train Passes

Purchase directly from West Midlands Railway:

www.wmr.uk/students

You will need a photocard and student ID while travelling. Request a photocard during the order process if you don't have one.



Bus Passes

Bus passes are available through Worcestershire County Council. Further information can be found at:

www.worcestershire.gov.uk/schooltransport

If you're awarded financial travel support, the arrangements are as follows:

- Term 1: We advise you to purchase, and we will reimburse upon a valid payment receipt.
- Term 2 & 3: The bus pass will be purchased on your behalf.

Travel Contribution

If you need help with fuel costs for a car or motorbike, we can offer support if your journey is at least 1.5 miles from your main campus.

Meals

If you're awarded meal support, you will receive a daily allowance loaded onto your student ID card for each day you are scheduled to study.

If you are based at any of the following sites, you will instead receive a monthly refund covering the days you attended college in the previous month:

- Alliance House
- Malvern Campus
- Duckworth Centre

If you attend work placement as part of your course, please contact the Advice Centre team for an Aldi voucher for your meals.

Mandatory Trips/Equipment/Books & Uniform

- Award payments are made directly into the student's bank account subject to you meeting attendance requirements
- Mandatory Trip awards will be transferred directly to the department on your behalf. Trips that are not mandatory will be communicated with you via department.
- Mandatory Equipment/Books & Uniform will be refunded to you once we receive a copy of your receipt unless you have a prior arrangement where we've ordered your Equipment/Books & Uniform on your behalf.

Care to Learn

If you're under 20 and the main carer for your child, you may get childcare cost support. When applying for financial support, please complete the childcare support section if it applies to you.

(Note: if you're applying for childcare support, please provide a copy of the birth certificate of each child you are applying for and a copy of your course timetable)

How to Apply Online

Application Forms will be available early July.

Please see below instructions on how to apply online, **please note that you will need to use the details you created when you registered an application with us:**

1. Logging in via this link
<https://apply.howcollege.ac.uk/Applications.aspx>
2. Select Financial Support from the menu on the right-hand side, you must be enrolled on a course before this option will appear.
3. Complete the online application making sure you submit copies of the requested evidence.

Evidence Required

Vulnerable Bursary

The defined vulnerable groups are students who are:

- Being in care or care leaver. Letter must be provided from local authority detailing current or previous status.
- Receiving Income Support (IS), or Universal Credit (UC) because you're financially supporting yourself or financially supporting yourself 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 your own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in your own right

16-18 Bursary: Evidence Required



We require the following to work out eligibility:

- 3 recent and consecutive Universal Credit Statements which include a full breakdown showing income and deductions (**If you provide these, payslips are not required**)
- 3 recent and consecutive payslips or recent P60
- If self-employed your recent tax books to confirm take-home pay

(Please note that we do not accept bank statements)

FAILURE TO PRODUCE THE CORRECT EVIDENCE WILL AFFECT YOUR APPLICATION

Other Information

Eligibility Criteria - must be reviewed each year to accommodate the current budget

Financial support scheme - if you receive an award, it will only cover one academic year does not guarantee or imply that payments will be made in future years.

Course Attendance - awards may be withheld or withdrawn if your attendance falls below 75%, coursework or behaviour falls below an acceptable level

Withdrawing from course - You will become liable for all your childcare costs from the date of withdrawal

Giving false information or you leave your course early - you may be liable to repay money and/or return Equipment/Books given to you or paid for on behalf by the Bursary fund.

Appeals Procedure

If you wish to appeal against any decision please do so in writing to the Admissions and Advice Centre Manager stating your reasons for making the appeal. This must be sent through within 14 days of receiving your award confirmation.

Please note additional evidence may be required to support your appeal.

Final decisions will be made by a panel consisting of the Admissions and Advice Centre Manager, Financial Support Officer and Payments Assistant. Their decision will be final.

Your appeal will be processed within 14 days of receiving.

Key Contact Information



Redditch & Bromsgrove:
studentfinance-redditch@howcollege.ac.uk

Worcester & Malvern:
studentfinance-worcester@howcollege.ac.uk

If you would like to discuss anything in person, please visit one of our Advice Centres.