

Financial Support Guidance Information Sheet (19+) 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

19+ Discretionary Learner Support (DLS):

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

19+ Learner:

- Travel (bus, train or travel contributions)
- Mandatory kit and uniform
- Childcare (adults aged 20+)

19+ Learner (receiving fee remission):

- Travel (bus, train or travel contributions)
- Childcare (adults aged 20+)

(Note: essential Kit & Uniform will be supplied by the department)

19+ Learner (studying Level 3 to Level 6):

- Travel (bus, train or travel contributions)
- Childcare (adults aged 20+)

(Note: essential Kit & Uniform will be supplied by the department)



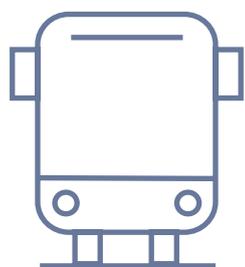
Train Passes

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 are 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.

Evidence Required

19+ Discretionary Learner Support (DLS) Living Independently:

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

Living with Spouse/Partner: We require the following from both:

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

Important Information:

- Please do not provide bank statements
- 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.

FAILURE TO PRODUCE THE CORRECT EVIDENCE WILL AFFECT YOUR APPLICATION

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.

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

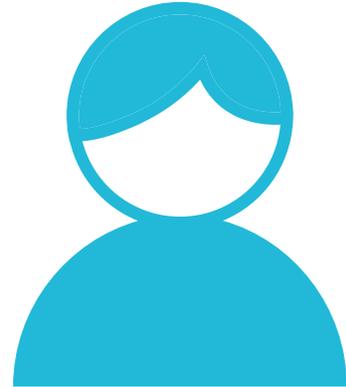
Appeals Procedure

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

