



19+ ADULT BURSARY & ADVANCED LEARNER LOAN BURSARY PROCEDURES

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Monitoring and review

This procedure will be reviewed by the Student Funding Team and SLT every year in line with the 16-19 Bursary Fund Guidance and Free Meals in Further Education Guide.

1. 19+ Adult Bursary and Advanced Learner Loan Bursary Procedures

The 19+ Adult Bursary exists to help students continue with and complete their course where they would otherwise be unable to do so on financial grounds. The amount granted to students should make a significant impact on them coming to College or being able to remain on their course.

There is no entitlement to receive a bursary even if a student meets all the eligibility criteria. If the student does not have any additional costs associated with coming to College or if there are no funds available, no further bursaries will be given.

2. Who Can Apply

2.1 Criteria

The student must:

- Be enrolled at Bradford College on an eligible course.
- Meet the bursary criteria outlined in this policy.
- Be aged 19+ on 31 August 2025, except where they are aged 19-25 and have an Educational Health Care Plan in place at the College or they are continuing a course they started when they were aged 18.
- Be fully engaged with their learning activities – this includes attending their classes/placements regularly and undertaking any online learning activities set for them (see Section 5)
- Meet the residence requirements as set out by the DfE. Information about this will be gathered at enrolment and may be verified at assessment. Special arrangements are in place for Asylum Seeking students.

The student must **not**:

- Be in prison or a young offender who:
 - Is serving a custodial sentence
 - Is on early release from a custodial sentence
 - Has been remanded to a secure institution
- Be studying a Higher Education course
- Be studying on a Community-based course
- Be self-funding their course.

2.2 19+ Adult Bursary

In addition to the criteria in 2.1, to be eligible for the 19+ Adult Bursary the student must:

- Have a gross household income of £50,000 or less (see Section 2.3.1.)
- Not be funding their course with an Advanced Learner Loan (see below)

2.3 Advanced Learner Loan Bursary

In addition to the criteria in 2.1, to be eligible for the Advanced Learner Loan Bursary the student must:

- Be funding their course with an Advanced Learner Loan
- Have their Advanced Learner Loan confirmed before receiving any financial support.

2.4 Household Income

Students will meet the income requirement if they or their partner or guardian(s) are in receipt of:

- Wages / earned income
- Contribution-based Jobseeker's Allowance
- Any Employment and Support Allowance that is not income-related
- Working Tax Credits
- Universal Credit payments
- Carers Allowance
- Unearned income such as rent being paid to the student, partner or parent(s) / guardian(s)

We do not take into account the following types of income:

- Disability Living Allowance / Personal Independence Payments
- Child Tax Credits or Child Benefit
- Childcare element of Working Tax Credits
- Housing Benefit / Council Tax Benefit
- Universal Credit payments made in replacement of any of the above

Where a household declares no income or a very low income, an application may be refused. Proof of non-entitlement to welfare benefits would be required.

2.4.1 Whose income will be assessed

- If a student is aged 19-21 and lives with parent(s)/guardian(s), the income of all parent(s)/guardian(s) will be assessed.
- If a student is aged 19-21 and lives with both parents/guardians and their grandparents, it is the income of both parents/guardians that will be assessed. The grandparents' income will not be included.
- If a student is aged 21+ their income and the income of any other adult within the household will be assessed.

3. How to Apply for the 19+ Adult Bursary & Advanced Learner Loan Bursary

3.1 Online Application

Students can apply online via the Pay My Student portal.

Where insufficient evidence is provided, the student will be advised they have additional information to provide. An application will not be processed until all documents have been received. Additional support for applications will be provided in person by the Student Funding team.

4. How applications are processed

Applications will be processed on a first-come, first-served basis. All applications will be dated when they are complete.

When a decision has been made an award notification will be provided in an email sent directly to your college email address.

5. Attendance, course changes and withdrawals

5.1 Normal Levels of Participation/Attendance

Students are expected to report all absences in line with the Bradford College Student Attendance Policy. Students are expected to attend regularly.

Students will be informed if their bursary is at risk due to low attendance.

5.2 Special Circumstances

Flexibility will be given to students with medical conditions and/or other special circumstances that are disclosed. However, all students must attend/participate at a level that will enable them to successfully complete their course.

This also includes where a student has signed an attendance/participation agreement with FE Student Funding / the College.

5.3 Transfers

When a student transfers to another course, their level of attendance will be judged only on their new course.

6. Payments

Bursary support to adult learners will be made via BACs payments into the student's bank account. It is the responsibility of the student to provide a valid bank account in their own name.

Where a student is unable to have a bank account of their own or manage their own money the following can be arranged:

- Where a power of attorney is in place for the student, payment can be made to a third party named in the POA.

7. Financial Support Available

All applications are assessed on an individual basis and support offered will depend on personal circumstances.

The assessment that is completed will be based on the course(s) the student is enrolled on at the time they apply to the fund. If they enroll on additional courses after this, it is their responsibility to notify Student Funding so they can be re-assessed.

Every care is made to ensure each student receives the correct assessment. However, if an error is made in assessing a student's bursary and too much is awarded to the student, the College reserves the right to amend the award and, if already paid, ask for the money to be repaid. If too little has been awarded to the student this will be amended so the student receives the correct amount.

Below are the guidelines used to decide what help is available for each student.

Award	Details
Travel Support	<p>Eligible students funded through the 19+ Adult Bursary or the Advanced Learner Loan bursary will receive payments to support their travel, equivalent to the cost of daily bus ticket for each timetabled day.</p> <p>Students must live at least 0.5 miles from their main campus of study.</p> <p>The cost of travel will be calculated by the timetable agreed at the start of the course, and payments will only be made for weeks in which students are expected to attend.</p> <p>Payments will be made on a monthly basis, with the amount dependent on the number of timetabled weeks within that particular month.</p> <p>Mobile and paper bus passes will not be issued to adult learners except in exceptional circumstances, in which students can demonstrate that they are unable to provide a bank account. In such instances, daily bus passes will be issued.</p> <p>Train passes and other forms of travel support will not be covered except in exceptional circumstances, and at the discretion of the Student Funding Team Leader.</p> <p>Consideration will not be taken for students who travel from further distances within West Yorkshire.</p> <p>Applications received later in the academic year, or applicants who do not provide sufficient evidence in a timely manner, may only receive travel support from the point of approval and there is no guarantee of travel support being backdated.</p>
Meals	<p>Adult students will not be provided with meal support through the College, and will not be able to access Free College Meals or Discretionary College Meals.</p>
Digital Devices	<p>Eligible students funded through the 19+ Adult Bursary, or the Advanced Learner Loan bursary, may be given access to digital devices in order to complete their course of study.</p> <p>Devices include laptops and dongles for connectivity, and will be provided on loan to eligible students who demonstrate a requirement for such assistance.</p> <p>Students must complete a loan agreement form in order to receive a device, and the failure to return the device by the agreed date may result in a charge directly to the student via an invoice.</p> <p>There is no guarantee that devices will be available and consideration will be made on individual need.</p>

<p>Childcare</p>	<p>Eligible students who are under 20 years old on 31st August 2025 will receive assistance to cover childcare costs through the Care to Learn scheme, provided they meet the requirements outlined in the 2025/26 Care to Learn policy.</p> <p>Where the Care to Learn funding does not cover all reasonable costs, additional funding may be provided through the Learner Support Fund to cover requirements.</p> <p>Eligible students aged 20+ can apply for support with childcare costs through the 20+ Childcare Fund. The College can only cover childcare costs during sessions in which the student is timetabled to attend.</p> <p>Further details can be found on the 20+ Childcare Fund application form.</p>
<p>Hardship Support</p>	<p>A Hardship Fund is in place to assist students who are experiencing exceptional hardship or a domestic emergency, and can be provided in addition to any other support through the Learner Support Fund.</p> <p>Hardship needs are assessed in most cases by the college’s Safeguarding team and can provide support with:</p> <ul style="list-style-type: none"> • Emergency food supplies • Emergency accommodation • Emergency help with utility bills • Other safeguarding emergencies <p>Support may be issued in the form of a payment via BACs or the issue of vouchers.</p>

8. Discretion in special circumstances

In the majority of cases the 19+ Adult Bursary & Advanced Learner Loan Bursary In Further Education Policy Document 2025-2026 will be followed.

However, it is recognised that special circumstances may arise that cannot be written into policy.

Therefore, the Student Funding Team Leader has discretion to respond on an individual basis.

9. Appeals and Complaints

Appeals can be made if a student feels this policy document has not been followed and this has resulted in them not being given a bursary, or not receiving as much as the policy document states they should.

Appeals must be made within 10 working days of the date on their decision letter and must be in writing, clearly stating the grounds of the appeal. Appeals should be addressed to: The Student Funding Team Leader and emailed to studentfunding@bradfordcollege.ac.uk.

A decision will be sent in writing and the decision will be final.

If a student's situation changes during the academic year, there is no need to submit an appeal. They should contact Student Funding so any new evidence can be considered and added to the previous application.

10. Fraud – all funds

Where there is evidence of fraud, the evidence will be reviewed and, if fraud is confirmed, this will result in:

- The loss of all future payments OR
- The loss of some payments not already made OR
- The student being asked to repay all funding received and the loss of all future payments OR
- Disciplinary action

In certain circumstances the College may have a duty to pursue fraud as a criminal matter.