

Discretionary bursary fund 2025/26

The Student Bursary Fund is paid to the College to help students with the costs of studying. The aim is to ensure that facing such costs does not deter students. It is designed to help students where families are on a low income or in particular financial difficulty.

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Students who can apply are

- Those who have been UK residents for at least 3 years
- Those on courses for further education (full and part time)
- Students aged under 19 on 31st August in the academic year which they start their course
- Discretionary funding - the family is in receipt of benefits or the family income is less than £30,000 a year. Funding is subject to availability.

Help can be given towards

- Books, equipment and resources for courses taken at the College
- Trips/visits as long as applications are in advance
- Public transport costs providing you live more than 2 miles from College. If you are eligible for travel this will be seen as priority over the above.
- Meals from the Free School Meals allocation (Family income under £16,190)

No help is available for

- General day-to-day living costs
- Courses fees and exam re-sits.

How to apply

Applications are generally made at the beginning of the academic year. 'Emergency' applications will be considered throughout the year as they arise or where circumstances change. Application forms are available online [Financial Support at Coventry and Warwickshire's 6th Form Specialist](#) and all students, including those returning must apply at the start of each academic year.

Proof of parent/carer income will be required and the address must match that of the students. This evidence must be uploaded at the time of making the application, as will confirmation of costs for Bus Passes through receipts or other equivalent evidence. Please check that the form is fully completed as incomplete applications will be returned and payments maybe delayed.

Where possible (except for September applications) payments will be made within 3 weeks. Where you require a 'private discussion' for a special consideration please ask at our Finance Office.

How are payments made?

Wherever possible awards will be made 'in kind'. Travel will be calculated and transferred into the students bank account on a termly basis.

It is not possible to make cash payments nor to pay for trips/visits if application is made after the visit has taken place.

Complaints and appeals procedure

If students are unhappy with the outcome of their application to the Discretionary Bursary Fund, they are requested to put their reasons in writing to the Director of Finance within 10 working days of issue of a rejected application. A response to the appeal will be given within 10 working days.

Important note

We fully intend to distribute the money in the 16-19 Bursary Fund as detailed within this leaflet to benefit as many students as possible. However the Fund has a limited amount of money and late applicants may not be awarded any help if all the money has been used. Applications made in September will not be processed until the second week of October.

Students who abandon their course at College, or who fail to fulfil their obligation as set out in the Student Agreement, may be asked to repay any money that has been paid from the 16-19 Bursary Fund. Items of major equipment will remain the property of the College. This leaflet relates to the 16-19 Bursary Fund for the present academic year only. No payments will be made in any circumstances relating to previous academic years.

Students who qualify for the Bursary must maintain attendance of 95% or higher to prevent a reduction in payment. (See attendance policy)

When to apply

Preferably by the end of September, but we will consider applications at other times.

Shape your future with us.

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Further information

Student Bursary Administrator
Email: finance@ke6n.ac.uk
Tel: (024) 7632 8231

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