

# FE Bursary Guidance 2025-26 for Students Aged 19+

Bursary	Eligibility Criteria	What the Bursary Offers
	<p><b>General requirements:</b> <i>You must meet the General requirements and the Specific requirements for each bursary you apply for</i></p> <ul style="list-style-type: none"> <li>Be a home student</li> <li>Have a net annual household income of £35,000 plus £1,700 for each dependent child under 18 living at the same address</li> <li>Provide evidence of household income or benefit and your financial independence where necessary</li> </ul> <p>It is your responsibility to tell the Department for Work and Pensions about any financial support that you receive from Activate Learning, as learner support payments may affect your eligibility to some benefits.</p> <p>If your course is eligible for an Advanced Learner Loan, you will need to provide confirmation that you have been awarded it when applying for bursary funding.</p> <p><b>Please note:</b> If you do not provide the required evidence in full (as detailed in section 2 of the application form), we will not be able to assess your application. Please be sure to attach a copy of all your evidence with your form.</p>	
<b>Travel bursary</b>	<ul style="list-style-type: none"> <li>Be attending the nearest college offering the course to meet your learning aim</li> <li>Live more than 3 miles walking distance from college (using Google maps)</li> <li>Apply by 11<sup>th</sup> August 2025 to ensure your pass is available at the start of term</li> </ul> <p>N.B. Bursary funds support travel to the nearest campus offering the course and does not support journeys over 30 miles</p> <p>The maximum travel bursary award is £2,200</p>	<ul style="list-style-type: none"> <li>Help with travel costs to and from the nearest Activate Learning Campus offering the course; either a travel pass or travel expenses paid into your bank account, whichever is most cost-effective. If we do not have a purchasing agreement with your travel company, you will be awarded travel expenses.</li> </ul> <p><b>Travel Pass</b></p> <ul style="list-style-type: none"> <li>We will provide a travel pass for your selected journey(s) and travel provider(s).</li> <li>We will support with one change of travel pass due to relocation in an academic year.</li> <li>Students needing to walk more than 3 miles in total for their journey to college, may be supported with an additional travel pass if available.</li> </ul> <p><b>Travel Expenses</b></p> <ul style="list-style-type: none"> <li>Where travel expenses are awarded for travel on public transport, 3 travel receipts evidencing the cost of travel must be provided before the funds will be awarded. Receipts must also be provided at the start of each term.</li> <li>Travel expenses for train journeys are awarded on the basis that you have a rail card if you are eligible for one.</li> <li>Travel expenses are paid in advance every fortnight during term times.</li> <li>25p per mile will be paid for fuel in exceptional circumstances.</li> <li>Bursary funds do not support the cost of taxis.</li> <li>Travel bursary payments will not be backdated.</li> </ul> <p><b>When you complete or withdraw from your course travel passes must be returned to the Advice Centre near Reception. If not returned you will be charged for the remaining cost of the pass.</b></p>
<b>Course costs</b>	<ul style="list-style-type: none"> <li>If you receive the Advanced Learner Loan or are eligible for a loan, you are not eligible for funding help towards course fees.</li> <li>Learners who are paying their own fees and whose course is not eligible for an Advanced Learner Loan may be awarded a maximum contribution of 50% towards their fees.</li> <li>If awarded a bursary, faculty will provide you with essential items for the course once they have been ordered and paid for with bursary funds.</li> </ul> <p><b>Students who are enrolled on ESOL courses who need support with fees or travel for additional courses throughout the year need to let us know when they are enrolled on their next course by emailing <a href="mailto:febursaries@activatelearning.ac.uk">febursaries@activatelearning.ac.uk</a>.</b></p>	<p>Essential equipment and materials needed for your course are provided, so bursary funds do not support these costs. Students are free to purchase their own items for the course at their own cost.</p> <p>We will award bursary funds to:</p> <ul style="list-style-type: none"> <li>Reimburse faculty for the items for your course that they provide you that are not available to be borrowed e.g. specialist protective clothing.</li> <li>Support essential UK field trips without you having to pay a trip fee.</li> <li>If attending an essential trip, let the advisor who enrolls you onto the trip code know that you have a bursary, and we will allocate the funds to pay for the trip.</li> <li>Reimburse you for the cost of attending university open events, interviews and exam resits</li> <li>Support learners on a traineeship including the work placement element</li> </ul> <p>If you need support paying for things like specialist protective clothing that needs to be fitted, UCAS fees, AAT membership fees, university open events/interviews or exam resits, you will need to submit a course costs form detailing the items you need support with and attach receipts.</p> <p>Bursary funds do not support:</p> <ul style="list-style-type: none"> <li>Equipment and materials that can be borrowed from college.</li> <li>Laptops or any other IT equipment. Laptops can be borrowed from faculty or are available to use in our Learning Environments.</li> <li>General living costs, extra-curricular activities, non-essential activities or to provide learning support such as counselling, mentoring or extra tutoring, or stationery</li> </ul> <p>When you complete or withdraw from your course, all equipment and books provided using bursary funds must be returned. Any equipment not returned will be charged.</p>

<b>Childcare bursary</b>	<ul style="list-style-type: none"><li>• Use an Ofsted registered childcare provider</li><li>• Provide a copy of your child benefit letter that includes the child benefit number</li><li>• Complete a childcare provider form</li></ul> <p>Both students and the childcare provider must return our signed Terms and Conditions before invoices can be paid</p>	<p>The amount of funding is discretionary but will normally be for a maximum of £230 per week per child. Funds will be initially allocated for up to two children per household. Funding for any additional children will be subject to availability.</p> <p>Funding is for timetabled classes and does not support independent study.</p> <p>Bursary funds are paid directly to the childcare provider after we have received their monthly or termly invoice. No bursary funds are paid directly to the student.</p> <p>For online courses, we provide a maximum of one day's childcare support for part-time courses and three day's childcare support for full-time courses.</p>						
<b>Accommodation bursary</b>	<ul style="list-style-type: none"><li>• Be enrolled on a specialist subject that is not available where you live e.g. land-based and furniture courses</li></ul> <p>The bursary does not support a student to participate in general FE provision that is widely available, or enable them to participate in additional activity, for example taking part in a specific sport.</p>	<ul style="list-style-type: none"><li>• A contribution paid directly to the landlord towards the cost of accommodation. Awards are based on individual circumstances, the type of accommodation and the length of stay required</li></ul> <p><b>Support with accommodation for the academic year as follows:</b></p> <table><tr><th>Gross household income £</th><th>£ per year</th></tr><tr><td>Up to £30,000 + £1,700 per dependent child</td><td>Up to £4,500 per year</td></tr><tr><td>£30,001-£35,000 + £1,700 per dependent child</td><td>Up to £4,000 per year</td></tr></table> <p><b>We do not support travel from home to accommodation</b></p> <p><b>N.B. Where students leave part way through the year, are excluded from their accommodation or change their course to a non- specialist subject their accommodation bursary payments will stop on the date they left their course, were excluded, or enrolled onto a non- specialist subject</b></p>	Gross household income £	£ per year	Up to £30,000 + £1,700 per dependent child	Up to £4,500 per year	£30,001-£35,000 + £1,700 per dependent child	Up to £4,000 per year
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