

FURTHER EDUCATION BURSARY DECLARATION

2026-27

Group members**Colleges**

- Banbury and Bicester College
- Bracknell and Wokingham College
- City of Oxford College
- Farnham College
- Guildford College
- Merrist Wood College
- Reading College
- The Leys College

Training

- Activate Apprenticeships
 - Activate Business School
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BURSARY DECLARATION

This is a copy of the agreement that you signed as part of your bursary application.

Activate Learning may approve this application before you start your course, but funding will only be allocated once your enrolment is completed and you have started your course.

Your attendance will be monitored. If it falls below 90%, or you fail to adhere to the Attendance and Student Behaviour Policies, bursary payments will be withheld. The impact of illness, caring responsibilities, or other exceptional circumstances will be considered.

If payments have not been used to attend college due to absence, future payments may be withheld or reduced until previous funds have been used for their intended purpose.

Travel passes must be returned to us, and payments will be stopped if you have been absent for four consecutive weeks (excluding holidays) or if you complete or withdraw from the course before the end of the academic year. You will be charged for any unreturned travel pass value not returned within three weeks.

You will be required to return money paid to you if it has not been used for the reasons it was awarded or if you receive an overpayment due to not informing us of changes listed below.

If you withdraw from the course, you are required to return your travel pass and any items bought using bursary funds. A stop will be placed on travel smart cards.

It is your responsibility to inform the college about any of the following:

- Change of address
- Change of circumstances which might affect your eligibility for financial support
- Any exceptional circumstances that cause you to be absent from college (e.g. illness, caring responsibilities)
- Change of bank account details
- Changes to your course of study
- Change to your timetable
- Withdrawal from your course

Any award made will be for the 2026–27 academic year only. Financial support in future years may change.

You are confirming that the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of false or incorrect information may result in the stoppage of future payments and the recovery of previously paid funds. It may also result in a referral to the police, with the possibility of the student and/or their family facing prosecution.

By submitting your bursary application, you confirm that you understand and agree to the conditions of the award above and those detailed in each award confirmation email.

If you are not satisfied with how your bursary application has been handled, or if you wish to appeal a decision, please write to the Group Head of Advice and Admissions using the address listed in the 'Appeals' section on our [website](#).

Data Protection

We will use these details to process your bursary application. The [Activate Learning Privacy Policy](#) sets out how we will use and look after your data.

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