

## Further Education (FE) Bursary Guidelines

**This document sets out the terms and conditions of the Further Education bursary.**

1. Our bursary funds offer financial support to students who are in full or part-time further education and are encountering financial barriers to learning. Funding is limited and allocated on a first-come first-served basis. Not all courses qualify.
2. York College reserves the right to close bursary applications if the available budget(s) reach the funding allocation.
3. Bursary eligibility is based on household income, personal circumstances, and distance from college. Not all students will be eligible for every component.
4. Students must complete a new bursary application for each academic year regardless of whether they have studied with us previously. This must be done online, and income evidence should be emailed to [funding@yorkcollege.ac.uk](mailto:funding@yorkcollege.ac.uk)
5. Assessments may take 6-8 weeks during busy periods, and it is the student's responsibility to apply in good time and provide the right evidence. We cannot guarantee that applications received after the start of enrolment will be processed before the start of term.
6. Funding can only be backdated to when the application could be assessed regardless of when the application was submitted. This is the date at which we had the correct household income/benefit evidence and were able to process the application.
7. By submitting the application form you are confirming that the information provided is accurate and truthful. You are also consenting to these details being shared with the Funding Team and other college staff as necessary.
8. We require evidence to support your application. Please email household income evidence to [funding@yorkcollege.ac.uk](mailto:funding@yorkcollege.ac.uk) as soon as possible as we are unable to assess your application without it. If you are unsure what to provide, please visit our Income Evidence Guide on our website - [www.yorkcollege.ac.uk/bursary](http://www.yorkcollege.ac.uk/bursary).
9. Apprentices and students who choose not to take out an Advanced Learner Loan for an eligible course do not qualify for bursary funding.
10. Students are required to report any change in their personal circumstances immediately as this may affect their bursary eligibility. York College reserves the right to claim back any funding that is provided because of inaccurate and deliberately misleading information. This includes taking legal action.
11. Student attendance is monitored by Progress Coaches and curriculum staff who work closely with the Funding Team. Where a student's attendance is highlighted as a cause for concern, appropriate action can be taken. This may include a temporary hold or complete halt to bursary funding.