Financial Support at City College Plymouth - Loan Bursary Guidance for 2026/27

If you're thinking about studying at City College Plymouth, there are a range of financial support options available to help with the costs of attending college, including travel, equipment, meals, childcare, uniforms, and other course-related expenses.

<u>You may be able to apply for financial support if you:</u>

- You are entitled to an adult loan to pay for your course
- Meet the UK residency requirements.
- Have a household income* below £50,000.

<u>This funding is not available to:</u>

- Students under the age of 19. Please refer to 16-19 Bursary Guidance
- Students studying an Apprenticeship.
- Students studying a Higher Education (HE) course (such as a Foundation Degree, HNC, HND or Degree). Please refer to the **Higher Education (HE) Financial Support** section on our website for information about the funding available to HE students.

Meeting the above eligibility criteria does not automatically guarantee funding. All applications are assessed individually, and funding is awarded subject to eligibility, available funds, and the evidence provided.

Students who are under 20 years old at the start of their course may be eligible for help with childcare costs through the Care to Learn scheme. If you think you may qualify, please contact the Student Funding Team for further advice or visit our website for more information.

If you're unsure whether you qualify, we encourage you to apply. The Student Funding Team will assess your application and advise you on the support you may be eligible to receive.

<u>How to Apply</u>:

Applications for 26/27 will be open from July 26. Apply as early as possible to allow time for your application to be processed before the start of the term. Complete the **Student Learning Fund 2026/27 Online Application**, this can be accessed via: https://cityplym.paymystudent.com/portal/

All you need to do is:

- Register for an account on Pay my student. You will require your Student Number to set up an account
- Answer eligibility questionnaire
- Upload all requested evidence
- Read and sign the terms of conditions. A copy can be found below.
- Please check your emails regularly, including your junk or spam folder, for messages from the Student Bursary Team. We may contact you to request additional information or supporting

evidence needed to assess your application. Failure to respond promptly may delay the processing of your application.

A step to step guidance on how to apply can be found here: https://www.cityplym.ac.uk/college-life/student-learning-fund/

Household income

Household income is the total income of the people in your household who are financially responsible for you. If you are under the age of 25 and financially dependent on your parent(s)/guardian(s), your household income will include:

- Your parent(s)/guardian(s)' income if you live with them or depend on them financially.
- The combined income of one of your parents/guardians and their partner (if applicable), if you live with them or depend on them financially.1394131

If you are under 25 and financially independent your household income will normally be based on your own income (and your partner's income if applicable). For this you need to proof that:

If you're over 25 your household income will not include your parents' income, as you will be classed as an 'independent student'. Your household income will include your partner's income, if you live with them (even if they spend most of their time abroad).

Household income includes money received from all sources, including:

- Earnings from employment (wages or salary)
- Benefits
- Pensions
- Savings interest
- Dividends and other investment income
- Rental income from property
- Any other regular income or payments

You will need to provide evidence of your household income when you apply for student funding. The evidence required will depend on your personal circumstances.

Evidence Requirements

Documents should be recent and clearly show names and dates.

- **Employment Income (Earnings):** Last 3 monthly payslips / last 10 weekly payslips / P60 (most recent tax year)/ Employment contract showing salary (if you have changed jobs within the last 3 month)/ Letter from your employer confirming your income (if you have changed jobs within the last 3 month)
- **Self-Employment Income:** HMRC Self Assessment/ Tax Year Overview from HMRC/ Certified business accounts/ Accountant's letter confirming annual income
- **Universal Credit:** Download of latest 3 Universal Credit statements
- **Other Benefits (e.g. Pension Credit, Income Support):** latest award letter
- **Pension Income: latest** Pension award letter/ Annual pension statement/ Recent pension payslip
- **Savings and Investments:** Recent bank or building society statements showing interest received/ Investment statements / Dividend vouchers or dividend statements
- **Approval of Advanced Learner Loan**
- **Rental Income (Property):** Latest Self Assessment Tax Calculation/ Rental income statement / Letting agent statement / Tenancy agreement (if requested)

City College Plymouth reserves the right to request additional information or supporting evidence at any stage of the application process if your application is incomplete, if further clarification is required, or if additional evidence is needed to assess your eligibility for financial support.

Appeal Process

If you are not satisfied with the outcome of your assessment, you have the right to appeal. Appeals must be submitted in writing by email to **studentlearningfund@cityplym.ac.uk**.

You may submit one appeal for a specific decision. If you remain dissatisfied with the outcome of your appeal, you may make a complaint through the College's formal complaints procedure.

City College Plymouth

Contact

- 01752 305110
- studentlearningfund@cityplym.ac.uk
- https://www.cityplym.ac.uk/college-life/student-learning-fund/