

Bursary Conditions for the Loan Bursary Fund:

By accepting financial support from City College Plymouth, you agree to the following terms and conditions:

- **Attendance:** Your bursary payments and/or bursary support in kind are linked to your attendance. Attendance is monitored weekly. If your attendance falls below **80%**, your bursary payments or support may be suspended or withdrawn.
- **Standard of Behaviour:** Bursary payments may be suspended or stopped if the student does not maintain the expected standards of behaviour.
- **Withdrawal from Your Course:** If you withdraw from your course, your bursary payments and any bursary support in kind will stop immediately.
- **Return of College-Funded Items:** If you withdraw from your course, City College Plymouth reserves the right to request the return of any equipment, travel passes, bus tickets, or other items purchased or provided through the Student Bursary Fund.
- **Application Processing:** Bursary awards are not backdated. Funding will only be awarded from the date your application is assessed and confirmed in your award letter. We aim to process fully completed applications within 6 weeks. Missing information or supporting evidence may delay the assessment of your application.
- **Travel Support:** Travel support is available only to students who live more than 2 miles from campus you are attending. Walking distance is used when assessing eligibility for bus passes, and the shortest driving route is used when calculating mileage reimbursements.
- **Mileage Reimbursements:** Mileage claims are paid as a reimbursement at the end of each month at a rate of £0.45 per mile, excluding the first 2 miles of each journey.
- **Equipment Reimbursement:** Equipment purchased for your course can only be reimbursed once a valid receipt has been uploaded to your Pay My Student account. If you experience any difficulties uploading your receipt, please contact the Student Funding Office for assistance. If you are unable to afford the required equipment, please contact the Student Funding Office before making a purchase. Where appropriate, the College may purchase the required equipment on your behalf.
- **Payment Dates:** Bursary payments will begin from 23 October, provided your application has been approved and all required supporting evidence has been received.
- **Childcare:** Childcare providers must be registered with Ofsted. Students must use their funded childcare hours first, where applicable, and cannot claim childcare costs through Universal Credit for the same childcare that is funded by the college. Childcare support is available only for the days the student is attending college. Payments are made directly to the childcare provider. It is the student's responsibility to inform Universal Credit where necessary.
- **Changes to Your Application:** Changes to your application, such as changes to your travel arrangements, will normally only take effect from the start of the next term unless otherwise agreed by the Student Funding Officer. Please contact the Student Funding Office if your circumstances change.
- **Verification of Information:** City College Plymouth reserves the right to request updated evidence of your household income or proof that bursary funds have been used for their intended purpose at any point during the academic year.

- **Further Evidence:** City College Plymouth may request additional information or supporting evidence at any stage of the application process if it is required to assess or confirm your eligibility for financial support.
- **Changes to the Bursary Scheme:** City College Plymouth reserves the right to review, amend or update the Student Bursary Fund guidance, eligibility criteria, terms and conditions, and award levels at any time during the academic year. Any changes will be communicated to students where appropriate.