Financial Support at City College Plymouth

Higher Education Guidance for 2026/27

If you're thinking about studying a Higher Education (HE) qualification at City College Plymouth, there is financial support available as well as Bursaries and Scholarships.

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

- be enrolled on a HE full or part-time course
- have good attendance
- have a household income of less than £25,000
- Be a full time Carer
- If you are a Care leaver
- Meet the UK residency requirements.
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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.

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.

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).

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

Evidence Requirements

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. If you receive the maximum maintenance loan, a copy of your maintenance loan can be used as evidence. Otherwise we will require as below:

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

- **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.

Scholarships and Bursary Conditions:

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

- **Attendance:** Your scholarship / 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-Funds:** If you withdraw from your course, City College Plymouth reserves the right to request repayment of your bursary.
- **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.
- **Payment Dates:** Bursary payments will begin from **23 October**, provided your application has been approved and all required supporting evidence has been received.
- **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.

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/