

## Discretionary Bursary Terms and Conditions

### Academic Year 2025 - 2026

Students should register and apply for a Discretionary Bursary through the 'PayMyStudent' portal: [Richard Huish College \(paymystudent.com\)](https://richardhuishcollege.paymystudent.com) (link also available on the student/parent hub and on the website).

Household Income Level (net)	Support Available from Discretionary Bursary
*£30,000 and under	100% funding for course costs and travel plus college meals.
*£30,001 - *£50,000	100% Bursary funding for course costs and travel.
*£50,001 - *£60,000	100% Bursary Funding for travel costs only
*£60,000+	60% travel costs via the Transport Contribution (funded by the college - see separate Terms and Conditions)

**The Discretionary Bursary** award is to help overcome the financial barriers to education; this is likely to include but is not an exhaustive or exclusive list:

- Essential books
- Equipment eg, scientific calculator, loan of IT equipment, art materials, sports kit (where students are studying a relevant qualification)
- Activities that are an **essential** part of the students' 16-19 study programme.
- Public transport to and from college during **term time**
- Music Tuition
- Meals (up to £7.50 per day)
- Travel costs for University open days and interviews
- Careers trips
- UCAS application fees

**Assistance is provided on an 'in-kind' basis except in exceptional circumstances.**

#### **Books, Equipment, Stationery and Printer Credits and other course related costs.**

Each course will have a subject pack and this will be provided for you on request via the online shop.

All purchases for books, equipment, stationery, or printer credits should be made via the online shop. If items are not available, please seek advice from the Bursary Team before purchasing elsewhere (email [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk))

Claims for expenditure must be made within the academic year in which they were incurred.

#### **Travel**

##### **First Bus**

Where students are travelling with First Bus, we have arranged for a termly ticket to be available. This can be purchased via the online shop (though no payment is required) at any time within the first 2 months of any term. Bursary students should log in to the online shop using their college Microsoft login which will automatically pick up the bursary resulting in a zero balance on checkout. This ticket is valid Monday to Friday only.

## Hatch Green

Where students are travelling with Hatch Green, it is recommended that students order a travel card which they can pre-load with funds. They can then upload the monthly statements, once per month in order to receive a refund for any travel paid in that month.

## Stagecoach Buses

Daily tickets can be purchased and claimed back by uploading screenshots of multiple tickets (fortnightly at a time) to their PayMyStudent account.

## Train Travel

Students travelling by train should purchase a [16-17 railcard](#) (up to 50% off fares) or a [16-25 railcard](#) (up to 1/3<sup>rd</sup> off fares) to receive discounted travel. The cost of the railcard can be claimed from your bursary. Please purchase daily train tickets or flexi day tickets, not season tickets.

## General Information Regarding Travel

- The travel element of the bursary covers 100% of travel costs for eligible students travelling on public transport to and from college during term time only.
- If payments are due, they will be made on the last Wednesday of each month.
- A screenshot of all tickets to be claimed should be **regularly** uploaded to the PayMyStudent portal using the upload boxes by the **15<sup>th</sup>** of each month.
- The screenshot must clearly display the student's name, date and cost of ticket(s). Tickets uploaded after this date will be included in the next payment run.
- Students travelling by train must purchase a 16-17 railcard or a 16-25 railcard (the cost of which can be claimed back).
- A minimum value of £15 or more needs to be uploaded to the portal before a payment is triggered.
- If purchasing daily tickets, these must be grouped by week/month per screenshot taken and uploaded to the application. Please do not upload 1 ticket per screenshot.
- Claims for travel can only be made in the academic year in which they occurred.
- When purchasing bus and train tickets, only travel Monday to Friday during term time is able to be claimed. If your ticket covers a holiday period then this will be subtracted from the amount due to you.

## Music Tuition

- Students in receipt of the bursary may be eligible to receive assistance with music tuition provided they are studying one or more of the applicable music courses.
- Assistance is limited to 1 instrument per term
- Students should seek permission from the Bursary Team prior to booking lessons.
- Where authorised, music tuition will be paid directly to the music teacher, upon receipt of an invoice on headed paper.

## Trips/Placements

- The bursary will support 100% of UK based day trips that are deemed an **essential** part of the study programme.
- The bursary will support costs for industry placements directly related to students' study programmes.
- The bursary will support costs related to travelling to university interviews/open days up to a maximum cost of £150 per open day for the student only. If the student is eligible for bursary meals, then receipts up to the value of £10 per day

may be presented for food and refreshments for the student. Overnight stays cannot be funded.

- The bursary will support college organised visits to career events for all eligible students.

### **Exam Resit Fees**

These will be considered on a case by case basis.

### **Meals**

- Students eligible for a meal allowance will receive a daily amount which is uploaded to their college ID card (currently £7.50 per day).
- Any unused part of your daily allowance does not roll over to the following day.
- If you have any special dietary requirements, please contact the catering manager directly ([caroleh@huish-esltd.co.uk](mailto:caroleh@huish-esltd.co.uk))

### ***What we ask of you:***

- All purchases should be made through the Huish online shop using your bursary funding.
- Students who are in receipt of the travel element of the Discretionary Bursary cannot also receive support from the Huish Transport Contribution.
- As with all our students, attendance and behaviour is monitored closely. Your bursary could be affected due to poor attendance and/or behaviour. If you feel there are issues or barriers which prevent you from attending, please speak to us.
- If the bursary is funding music lessons and students fail to attend 3 or more lessons, then the bursary may cease payment for any future lessons.
- All students are expected to have their college ID card with them at all times when on site. The ID card is required in order to claim a meal allowance.
- Students should not use their meal allowance to purchase food for other students. Students found to be doing so may have this facility withdrawn.
- If students withdraw from college, they will not be eligible for assistance from the Discretionary Bursary effective from the date of withdrawal.
- If any payments are due to be made to a student, they will be paid on the next available payment date directly to the student's bank account, except in exceptional circumstances.
- For funding of items not available through college, or for any other queries, please contact [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk) **prior to purchase**.
- In order to calculate your household income, we will require evidence of any income to the household for Parents/Carers this includes but is not limited to: employment, self-employment, Directorship(s) of Limited Company, interest on savings, dividends, rental income, pension income. We will also require evidence of benefits received though this is not taken into account when determining the household income.
- If your financial circumstances change during the academic year, please let us know, as this may affect your bursary funding.
- When completing the bursary application form, please be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This could result in a referral to the police with the possibility of the student and/or their family facing prosecution.
- Follow the link for [Privacy notice](#)
- The discretionary bursary is operated within the guidelines provided by the Department of Education 2025-2026.

- These terms and conditions should be read in conjunction with The Huish Discretionary Bursary Policy – available on the Huish website ([www.huish.ac.uk](http://www.huish.ac.uk)).

**Any queries, please email [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk)**