

## **Discretionary Bursary Terms and Conditions Academic Year 2026-2027**

**The Discretionary Bursary** award is funded by the Department of Education and 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 only where the distance is 3 miles or over.**
- Music Tuition (restricted to 1 instrument per term)
- Meals (up to £5 per day)
- Travel costs for University open days and interviews
- Careers trips
- UCAS application fees

The discretionary bursary is available to students with a household income of £30,000 net per annum or less.

Please note that due to the nature of bursary funding, we can only guarantee the awards listed above for the first term (ie, Sep-Dec). Awards for the remaining Spring and Summer terms are subject to change in cases where demand exceeds the college's funding allocation.

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

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

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

The bursary will only re-imburse travel if you live 3 miles or over from college.

### Buses

Where you are travelling to college 5 days a week, please purchase where possible a weekly or monthly ticket. If you are in college 4 days or less per week, please purchase daily tickets. Not all bus companies offer weekly or monthly tickets, in which case, please just purchase daily tickets.

### Hatch Green

Where students are travelling with Hatch Green, students can order a travel card from Hatch Green which they can pre-load with funds. They can then upload a monthly statement, in order to receive a payment for any travel paid in that month. Alternatively, daily tickets can be purchased on the bus.

### 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**. Tickets will not be paid for non college days or weekend travel. It is preferable for students to use Trainline to order and pay for train tickets as this app gives users the option to screenshot a week's worth of tickets via the 'All Bookings' tab.

### General Information Regarding Travel

- The travel element of the bursary is for eligible students travelling on public transport to and from college during term time only.
- All tickets should be uploaded for payment within a month of purchase and should not be left to mount up.
- If payments are due, they will be made on the dates noted on the payment schedule provided on the bursary notice board and on the student award letter.
- 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. Tickets uploaded after this date will be included in the next payment run.
- The screenshot must clearly display the date and cost of ticket(s).
- 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 (and where the student lives 3 miles or over from college) is able to be claimed. If your ticket covers a holiday period then this will be subtracted from the amount due to you.
- Distance is measured from the home address to college using the 'walking' mode of Google Maps.
- If an error is found and the result is an overpayment, we reserve the right to request the return of funds overpaid.

### **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. 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.
- 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))

## **General Information – please read:**

- 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 college, 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 all 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 circumstances do not fall under any of the income categories listed above, please email [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk) for further advice.
- In the case of self-employment/limited company/partnership; full accounts and a tax return/statement for the previous financial year will be requested as evidence. In the case of Directorship/Partnership, all drawings/wages/profits should be declared.

- If Universal Credit is claimed, we will ask you to provide 3 recent monthly statements in full, as a pdf.
- In the case of any other benefits claimed, a letter confirming that the benefit is claimed will be required.
- If your circumstances change mid-year, you should advise [bursary@richuish.ac.uk](mailto:bursary@richuish.ac.uk) in writing as this may affect your entitlement and they will advise accordingly.
- **The closing date for applications to the 2026-2027 Discretionary Bursary is 30 September 2026, however we reserve the right to close applications early due to limited funds.**
- Meeting eligibility criteria does not guarantee that you will receive financial assistance.
- 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.
- Arrangements set out in these terms and conditions are correct at the time of publication but are subject to affordability and funding received from the DfE. They may therefore be subject to change in cases where demand exceeds the college allocation.
- Follow the link for [Privacy notice](#)
- The discretionary bursary is operated within the guidelines provided by the Department of Education 2026-2027
- 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)**