



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
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Big Creative Training Bursary Policy

Introduction

Big Creative Training offers three types of bursaries

- **Vulnerable Bursary** of up to £1,200 a year for students in one of the defined vulnerable groups
- **Discretionary Bursary** to meet individual needs, for example, transport, meals, books and equipment.
- **AEB Bursary** to support transport costs for adult learners on Study Programme

The bursary is designed to help students overcome the individual financial barriers to participation they face.

The bursary is intended to help students with the essential costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to school or college.

The bursary fund is not intended to support costs not related to education, such as general living costs, extra-curricular activities, or non-essential activities.

Vulnerable bursary

Learners who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. Vulnerable learners are less likely to be receiving financial support from parents or carers, so may need a greater level of support to enable them to continue to participate.

Vulnerable learners will be funded to reflect the amount of support they need to engage at Big Creative Training based on an assessment of the actual participation needs and costs they have.

Vulnerable learners are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Discretionary bursary

For those not falling into one of the vulnerable groups and where financial support is needed to stay in education, an application can be made for a discretionary bursary. Applicants must be between 16 and 19 years old and in full time education.



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The amount of bursary funding is dependent on the following:

- A total household income of less than £25,000
- Behaviour, attendance and punctuality will be monitored on a weekly basis.
- At least 90% attendance and 100% punctuality should have been achieved.

Discretionary bursary will be awarded to reflect the transportation costs to get to Big Creative Training on timetabled days, and be calculated to a maximum of £1200/year (£33.33/week)

AEB bursary

Similarly to the 16-19 Discretionary bursary, an application can be made for the AEB bursary for those learners who are 19 years and above, and in full-time education on one of our Study Programme courses.

The amount of bursary funding is dependent on the following:

- A total household income of less than £25,000
- Behaviour, attendance and punctuality will be monitored on a weekly basis.
- At least 90% attendance and 100% punctuality should have been achieved.

Discretionary bursary will be awarded to reflect the transportation costs to get to Big Creative Training on timetabled days. There is no cost cap to the AEB bursary.

Hardship Fund

The bursary fund can also help with hardship needs arising from a sudden change in the financial circumstances of families during the year, such as a redundancy or sudden drop in income. Study Programme and AEB learners who apply for the Hardship Fund will be viewed on an individual basis where financial need can be evidenced. A covering letter should be included, outlining the circumstances and providing supporting evidence.

Learners eligible for the Hardship fund can be supported for up to 3 months. Maximum amount available is £72.90 weekly, which matches the Job Seeker Allowance weekly amount.

Free Meals

Free meals are targeted at disadvantaged Learners. For the purposes of eligibility for free meals, 'disadvantage' is defined by the Learners being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income support/ Universal Credit
- Income based Jobseekers Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.



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- Working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit.

Evidence

All applications to access the Big Creative Training Bursary Fund must be supported by appropriate evidence. Copies of evidence shall be retained by the school to provide financial assurance as required. All evidence will be treated as confidential.

Supporting evidence is mandatory for bursary applications to be considered, and should be one or more of the following:

- Universal Credit (Income Support)
- Job Seekers Allowance
- Child Tax Credit
- Working Tax Credit
- Pension Credits
- P60 End of Year Certificate

For the vulnerable bursary, the below additional evidence will be required:

- Social Worker/Personal Advisor letter as proof of LAC/Care Leaver status or
- Income Support (IS), or Universal Credit (UC) to the learners' own name or
- Disability Living Allowance (DLA) or Personal Independence Payments (PIP) letter

For those who live independently, evidence of 'household income' means your own income.

Please note that applications received without the appropriate supporting evidence cannot be processed.

Applicants will be informed if additional information is required and there may be delay in processing the form if the necessary information is not received with the original application.

Discretionary awards are not for a guaranteed sum of money but are dependent upon the level of funding allocated to the College each academic year. It is also dependent on the number of applications received.

Bursary Payments

The bursary will need to be paid in to a bank account in the student's own name and proof of the bank account, e.g a bank statement, will need to be provided.

Behaviour, attendance and punctuality will be monitored- upon meeting the college's expectations, payments will be made weekly, every Monday morning throughout the college year (excluding holidays and half-terms)

Deductions will be made where the minimum requirements have not been met regarding behaviour, attendance and punctuality.

How to apply



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Applications are to be completed online, following this link: [Bursary Fund Application Form – BCT Forms](#)

Process

All applications for a bursary will be assessed by the student services team. The team will review the application and supporting evidence and students will then be notified of the outcome by letter.

Right to Appeal

If any student or their parent/guardian/carer(s) are not satisfied with the outcome of their application, they should write to the Student Services Manager outlining their reasons. The Student Services Manager will review the application within three weeks of receipt. If the appeal is upheld or partly upheld, it will be referred back to the Student Services team with recommendations. If the appeal is not upheld, the appealing party will be signposted to the college's Complaints Procedure.

Last updated	Next review	Person responsible
July 2025	July 2026	AMQ