

ACCESS FURTHER EDUCATION – TERMS AND CONDITIONS OF BURSARY SUPPORT

Responsible for Implementation: Access Further Education – Data and Compliance Manager

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Authorised By: Head of Funding and Compliance

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Terms and Conditions

Please ensure that you read these Terms and Conditions carefully.

Failure to comply with the Terms & Conditions of your Bursary may result in the cancellation of future payments and the requirement to repay any instalments already received.

Bursary Support is available throughout the year if you have any questions. It is essential that you notify us immediately at bursary.support@accesscreative.ac.uk if the support awarded does not cover the cost of travel between your residence and your Centre.

We cannot reimburse you for items or travel not approved in your bursary award. If your travel costs increase at any point during the Academic Year, please inform us as soon as possible so we can amend your Travel Bursary accordingly. The College is committed to ensuring that all learners are supported to attend College & achieve their goals whilst studying with us. The College receives funding from the Department for Education (DfE) each Academic Year to award learners facing specific barriers that would prevent their participation at college to enable them to remain in or return to education.

The College is able to award bursary funds (where eligible) to support 16–19-year-old learners (inc. learners with an EHCP up until age 25), learners funding their course with an Advanced Learner Loan and learners at Centres with courses eligible for Devolved Adult Education Budget (AEB) funding. The intent of this policy is to detail the Financial Support available to our learners and the eligibility criteria that must be met before any funds can be awarded. This is applicable to all learners studying at both Access Creative College & Access Sport Centres.

All bursary funds are managed by the Bursary Support team

bursary.support@accessmusic.ac.uk.

All applications are assessed on a first come first served basis and all email queries will be responded to within a 3-day SLA. Applications are completely paperless utilising an online application and assessment portal:

<https://accesscreative.paymystudent.com/portal/>

The College is permitted to utilise 5% of the Student Bursary Fund allocation per annum to cover the costs of administering the bursary.

Key Requirements

Bank Details

- If your bank details change at any time during the year, you must email bursary.support@accesscreative.ac.uk immediately.
- Due to payment scheduling, we require two weeks' notice to update your details.
- Access Creative College cannot be held responsible for payments sent to previously supplied account details that are no longer valid.

Receipts & Passes

- You must keep all travel receipts and passes for the entire year.
- Access Creative College and Access Sport Bursary Support conduct audits throughout the year.
- By applying for and accepting Bursary Support, you agree to provide receipts upon request if selected for an audit.

Attendance Expectations

Payments of the bursary are conditional on you meeting the following conditions in relation to standards of attendance and behaviour:

- You are expected to attend all timetabled sessions. Attendance will be checked regularly and attendance below 80% may result in payments being stopped or adjusted until attendance improves. [subject to exceptional circumstances].

Adjustments will be made as follows:

Last 4 weeks Attendance	Adjustment to usual travel payment
80 - 100%	No adjustment made
60 - 79%	Reduction of 50%
0 - 59%	Payments will be paused
Over 3 weeks non-attendance	Payments will be paused

- You are expected to follow our college code of conduct
- Information provided on the bursary application form is true and accurate to the best of the knowledge of you and your parents and/or guardians.
- Any support provided is used for the intended purpose.
- You must inform us of any change in circumstance while on the course
- Bursary funds must only be used for the purpose for which they are intended i.e. Payments for meals or travel payments for bus & train tickets. Misuse of Bursary funds will result in the cancellation of further payments.
- If you withdraw from the course, you are required to advise the Bursary team immediately
- You are not entitled to receive any bursary funds after your withdrawal date and are required to repay any money paid to you in error after the withdrawal date.

Code of Conduct

- Bursary Support reserves the right to withhold payments at any time if you fail to meet the college's Code of Conduct.

Withdrawal from the Course

- If you withdraw from your course, all financial support will stop immediately.

Change in Circumstances

- You must inform Bursary Support of any changes to your circumstances while enrolled on the course.

Benefits Declaration

- If required, you must declare any bursary support you receive to your benefits provider.

Repayment

The College reserves the right to request that Bursary Funds are returned or repaid if the learner's Bursary is stopped as a result of a breach of the above Conditions of Award or any of the below circumstances:

- If a Learner, or Learners Parent/Guardian, has knowingly provided incorrect, false or inaccurate information regarding the Households Financial position to meet Bursary eligibility criteria
- If a Learner has knowingly used Bursary Funds awarded to them for anything other than their intended purpose.
- If any Equipment purchased through Bursary funds is damaged or stolen through misuse or neglect on the part of the Learner, then the Learner is liable to cover the cost of replacement items.
- If Equipment purchased through Bursary Funds is not returned by the Learner when they complete their studies, they will be liable to cover the cost of the item purchased for them.
- If a Learner has committed a serious breach, or repeated breaches of discipline, that leads to their expulsion then the Learner may be liable to repay any funds awarded to them for that Academic Year.