

## Bursary Terms, Conditions and Eligibility Criteria 2025 - 26

### Let us help you with the costs of coming to College!



**Travel** - The bursary may be able to contribute towards the cost of your weekly travel to College.

16-18 years old should apply for the Our Pass which offers free bus travel 7 days a week, 24 hours a day for just a one-off payment of £10. For more information and how to apply please visit [www.ourpass.co.uk](http://www.ourpass.co.uk)

For 16-18 learners who do not use the bus to travel and for 19+ learners you can apply for the bursary to help with this cost.

**\* To qualify for the above support, you must live more than half a mile away from College.**



**Books/Equipment** - If you need specific books or equipment to complete your course, we may be able to contribute to the cost by making payment direct to your course department.

If you cover this cost yourself, we may be able to reimburse you direct for this cost.

**(16-18 students ONLY).**



**Specialist Clothing** - If you need specific clothing to complete your course, we may be able to contribute to the cost by making payment direct to your course department. If you cover this cost yourself, we may be able to reimburse you direct for this cost.

**(16-18 students ONLY).**



**Educational Trips** - If you have the opportunity to attend a course-related trip, we may be able to contribute towards the cost.



**Meals** - If you need help towards the cost of your meal's expenses, you may qualify for a daily meals credit for the days that you are time tabled in College. Your daily meals credit will be added to your ID badge.

You can use it by visiting the canteen/shop.

**(Full Time Learners Only)**



**UCAS Related Expenses** - We will reimburse the cost of your university application fee (UCAS fee) if you apply.



**Care2Learn (Learners aged 16-19)** - If you are a parent aged 16-19 and need childcare for the days you attend college, you can apply for funding through Care2 Learn.

You apply for this funding in the same way as the 20+ Childcare scheme (see instructions below). Once your application is submitted, the College will claim the funding on your behalf and pay it directly to your childcare provider.

For Eligibility please see the 25/26 Guidance; <https://www.gov.uk/government/publications/care-to-learn-guidance/care-to-learn-academic-year-2025-to-2026-conditions-of-grant-funding#eligibility>

**20+ Childcare** - If you are a parent and need childcare for the days you are in College, we may be able to support you with the costs. You can choose the childcare provider, but they **must be Ofsted registered**.

To apply for support with your childcare expenses, you first need to complete the **Online Bursary Application** on this link <https://oldham.paymystudent.com/portal>

In addition to completing the **Online Bursary Application**, you need to download the relevant **Childcare Application Form** below, which you must complete with your childcare provider and return to us. **(Age 20+)**

Butterflies Nursery: <https://www.oldham.ac.uk/wp-content/uploads/2025/06/Butterflies-CC-form-2025-26.pdf>

Private Childcare Provider: <https://www.oldham.ac.uk/wp-content/uploads/2025/06/Private-CC-form-2025-26.pdf>

**IMPORTANT** - You must contact the childcare provider you wish to use before applying for bursary funding to ensure they are able to offer you a place.

**Oldham College has its own on-site nursery**

For more information and to check availability, please contact Butterflies directly on: **0161 785 4090** or have a look at the details on our website:

[www.oldham.ac.uk/collegelife/butterflies-nursery](http://www.oldham.ac.uk/collegelife/butterflies-nursery)

If you are a young parent **under the age of 20** you cannot



**Vulnerable Learners Bursary (for 16-18 year old only) - Is an alternative Bursary, which is available to help with the costs associated with coming to College, please let us know if you are in care or a care leaver.**

- Receiving Income Support or Universal Credit because you are financially supporting yourself, or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner receiving DLA/PIP and ESA/Universal Credit in your own right.

**Work experience / work placement** - Most courses contain some work experience. If you expect to incur additional costs such as travel or meals expenses whilst you are on work experience, please come and see us.

### **You could get help from Bursary if:**

- You're 16–18 and your household income is under £35,000
- Or you're 19+ with a household income under £25,000
- You're studying an eligible course
- You've had an Advanced Learner Loan approved (if needed)
- You're allowed to study in the UK

### **It's easy to apply!**

**You can apply online at: [www.oldham.paymystudent.com/portal](http://www.oldham.paymystudent.com/portal) If you need help completing your online application, please contact the Bursary Team on: 0161 785 4147 or email [bursaryteam@oldham.ac.uk](mailto:bursaryteam@oldham.ac.uk)**

**How will it work?** – Once your application has been assessed, we will send an email to your College email account to let you know the outcome of your application and what support you are eligible for. The email will detail any payments awarded to you and the frequency of these payments. **Payments and their frequency / amounts may be altered during the academic year.** All payments are subject to your progression, performance, achievement and behaviour along with an expectation you achieve at least 90% attendance, which is checked regularly, in line with your payments. If your attendance falls below the expected level your payments may be reduced accordingly or withdrawn altogether. **Please note: the level of support available for learners on part time courses will differ to those learners studying on a full-time basis.**

**How do we know the College will be fair?** – Bursary funds are used to provide financial help to students whose access to or completion of further education might be hindered by financial constraints. In doing so, the College will endeavour to raise participation and achievement levels of those groups of students considered most vulnerable to economic and social exclusion. The College shall take the necessary steps to ensure that the management and systems of financial control are such that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it. More specifically the funds will be managed to ensure fairness and equality, transparency and targeted to those in greatest need.

**Equality and Diversity** – Oldham College will promote the bursaries and take the necessary actions to ensure that all students access information and advice on financial help and enable students to apply. The College is committed to widening participation and providing assistance to those students who may need it. We will ensure all applicants are

treated fairly according to their individual circumstances/ needs.

### **Oldham College Privacy Notice for Application for Bursary Funding –**

Oldham College is collecting this information from you for the purpose of **Student Bursary Funding** and may update existing data, to fulfil our Public Task, Contractual and Legal obligations. The information collected is stored in a secure, protected environment, not transmitted outside the EU and kept in line with the **College Data Retention Schedule**. This information may be accessed by college staff and its partners who will help us deliver our services. It may also be shared with government agencies, departments or their agents. You may have the right to withdraw your consent, make a complaint or make an enquiry about your information that we hold. To do so or gain further understanding of your rights please access the website: [www.oldham.ac.uk](http://www.oldham.ac.uk).

### **Compliments and Complaints –**

Compliments and Complaints can be made via the Oldham College Website [www.oldham.ac.uk](http://www.oldham.ac.uk) or alternatively please contact the College directly on: **0161 785 4000**

## **Further Information**

### **Bursary Terms & Conditions**

1. Bursary support is not an entitlement and is not guaranteed. Applications will be individually assessed in line with the eligibility criteria, individual financial needs and the availability of funds.
2. Bursary support may be used to assist with help towards course related costs. Payments may be subject to change without prior notice and subject to the availability of funds.
3. Progression, performance, achievement and behaviour along with an expected attendance of at least 90% are checked on a regular basis. Where your attendance falls below the expected level, your funding may be reduced accordingly or withdrawn altogether. This includes payments for childcare to childcare providers.
4. Payments from the Bursary scheme may affect entitlement to claim other benefits (e.g., Income Support/Universal Credit). It is the responsibility of your household to declare any funds received to your benefits office. The College reserves the right to contact any relevant benefits agencies in order to clarify any information provided.
5. Applications will not be accepted until fully completed online, digitally signed and the correct supporting evidence uploaded. If your application is successful, payments will be approved from the date we receive your fully completed application. If for any reason you are unable to upload your proof of household income you can email this to us at [bursaryteam@oldham.ac.uk](mailto:bursaryteam@oldham.ac.uk) or alternatively please bring this to the college Main Reception. We are unable to make payments into anybody else's account so please provide your own bank account details. For help opening

a bank account please visit:

[www.moneyadvice.service.org.uk/en/articles/basic-bankaccounts](http://www.moneyadvice.service.org.uk/en/articles/basic-bankaccounts)

6. To guarantee payments starting in September, fully completed applications and evidence of household income need to be completed and submitted online before **31st July 2025**. Applications submitted after this date may have their payments delayed.
7. If you withdraw from your course, funding will stop and the
8. College reserves the right to request the return of all monies paid, this could include monies paid for childcare to childcare providers.
10. If it is found that false or misleading information has been

provided in support of this application, this could result in withdrawal, suspension or refusal of funding, disciplinary proceedings and the matter may also be referred to the Police for investigation, which could lead to prosecution.

**11.** If you are paying your course fees with an Advanced Learner Loan your loan must be **approved** before your bursary application can be assessed. Any expenses accrued (including childcare) whilst waiting for your loan to be **approved** (or in the event that you are declined for a loan) are wholly payable by you, and the College accepts no responsibility for any such expenses. If you are funding your course with an Advanced Learner loan, your bursary payments (if eligible) will not be payable until you have attended the first two weeks of your course.

**12.** You are required to inform us immediately of any change in circumstances (including course change) as this may affect eligibility for funding.

Bursary Support is intended to help students overcome financial barriers to their education. If for any reason your application is declined, you can submit an appeal by email providing reasons why we should consider your request. Appeals should be emailed to: [bursaryteam@oldham.ac.uk](mailto:bursaryteam@oldham.ac.uk)

**For more information and the official government guidelines for the Bursary Funds you can visit: [www.gov.uk](http://www.gov.uk). Bursary support is government monies administered by the college from the 16-19 Bursary Fund, the Adult Education Budget and the Loans Bursary Fund (ESEA).**

**Disclaimer** - All of the information in the guideline is accurate at the time of publication. Please retain this document for your records.