

Hope Valley College

Hope Valley Pathways 16-19 Bursary

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Hope Valley College

Chorus Education Trust

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1. Purpose of the Bursary

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

Hope Valley Pathways, will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood.
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund.
- used to widen access to and participation in, post-16 education.

2. Use of Bursary Funds

For eligible learners, a bursary can be used to help pay for the essential costs related to participation at Hope Valley Pathways, and it is preferred that this is paid in-kind:

- Travel to and from school or placements.
- Meals – to the value of a free school meal unless already eligible for free school meals.
- Essential materials including stationery and educational resources.
- Textbooks – will be purchased by the school.
- Technological devices for learning – will be purchased directly by the school.
- Disclosure and Barring Service (DBS) checks, for young people as required.
- Travel and associated expenses for University open day visits – for students only.
- Course related activities and visits.
- Professional membership fees where these relate directly to the course.
- Sport Activities where these relate directly to the course.
- Specialist clothing, where this is a course requirement.
- UCAS application fee

3. Eligibility Criteria

To be eligible to receive a bursary in the 2026 to 2027 academic year a student must:

- Be aged 16 but under 19 on 31 August 2026
- Meet the residency requirements
- Enrol in an accepted programme of study at Hope Valley Pathways.
- Follow the Hope Valley Pathways [Home and School Agreement](#)

There is a limited amount of funding, which means that it may not be possible to support every application. Decisions will be made based upon individual circumstances and actual financial need.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups
- discretionary bursaries which institutions award to meet individual needs - if household income is below specified threshold – currently £28,000

The Department for Education is very clear that the bursary fund is intended to help students with the essential costs of participating in their study programme.

3.1 Vulnerable Bursary

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups. The defined vulnerable groups are:

- You're in or you recently left local authority care
- You get Income Support or Universal Credit because you're financially supporting yourself
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

3.2 Discretionary Bursary

Hope Valley Pathways receives Discretionary Bursary funding each year from the Education and Skills Funding Agency. Distribution of this element of the funding is at the discretion of Hope Valley College's Leadership team and will be targeted towards young people facing the greatest financial barriers to participation.

The application process for all discretionary elements will assess financial status initially. Individual circumstances will vary from student to student, depending on, for example, household income, the distance they need to travel to school, number of dependent children in the household and the participation requirements of their study programme.

Household income evidence will be required, such as:

- Last 3 months Universal Credit Statements
- Letter from DWP confirming details of the benefits being received
- Evidence of annual income if self employed
- P60

4. Application Process

For all categories of Post-16 Bursary, completion of an online application form is required. This should be submitted by the student and if you require any assistance with the application form please contact school. Appropriate evidence must be supplied, and the application form requires details of what the applicant needs financial assistance with. The application process for all discretionary elements will assess financial status initially. If the student meets the financial criteria, then their specific request for support will be considered.

To support your application, you will need to upload evidence of the student's home address, which for example can be an original paper bank statement, dated within the last 3 months. The bank account must be in the name of the student making the application. Household income evidence will also be required, such as:

- Last 3 months statements from Universal Credit
- Letter from DW&P confirming details of the benefits being received

- P60
- Tax Credit Award Notice
- Evidence of annual income if self employed

5. Data Storage & Disposal

In accordance with the **General Data Protection Regulation (2018)**, personal information collected through the bursary financial assessment and the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be maintained and removed in accordance with the Chorus Education Trust, **Data Protection Policy** and the **Records Retention Schedule**.

6. Contingency

A small amount of funding may be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances during the academic year.

7. Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld, they should follow the Hope Valley College, complaints procedure.