

Godalming College

Vulnerable Bursary Fund Information 2024 - 2025

The Vulnerable Bursary is aimed at supporting students who fall into specific groups to help overcome financial barriers they may have to face when attending College. All information provided to us is treated in the strictest confidence and we are happy to answer any queries.

Eligibility for the Vulnerable Bursary Fund

This award is for students who are in one of the defined groups below and can be up to £1,200 per year. Awards will be subject to a financial needs assessment.

Groups	Evidence required
Looked After Children, or previously Looked After Children i.e. cared for by the Local Authority	A letter from your Social Worker, Key Worker or Local Authority confirming your current or previous looked-after status
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	A copy of their Income Support award letter or Universal Credit award notice clearly stating that the claim is in the student's name/confirming they are entitled to the benefits in their own right. If they are in receipt of Universal Credit we must also see a document such as a tenancy agreement or utility bill in the student's name, dependent's birth certificates or a child benefit receipt
Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right	A copy of their UC/ESA and DLA and PIP award notice from DWP. If they receive DLA or PIP evidence of receipt must also be provided

To be in receipt of this bursary, you must meet the residency conditions in the ESFA funding regulations. All students must be aged 16 or over but under 19 on 31st August 2024. For those students aged 19 or over on 31st August 2024 they are not eligible for the vulnerable bursary, but can receive a discretionary bursary while they continue on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

How else can the bursary help me?

Free School Meals (FSM)

The College operates a FSM policy and this is offered as standard to students receiving the Vulnerable Bursary Fund. Students will be entitled to up to £4.50 a day of food and drink from the College's catering facilities. Students will need to use their College ID Card to obtain their free meals allowance.

Transport, Stationery, Trips etc

All students in receipt of the Vulnerable Bursary may also be eligible to reclaim those expenses that are normally paid under the Discretionary Bursary.

Laptop Assistance

The College Bursary Fund has a supply of laptops that we are able to gift to students in receipt of a College bursary. These are allocated on a first come first served basis, so if this is something that you need assistance with please stipulate on your application form.

How to Apply

You can apply as soon as you have enrolled as a student and have received a Student ID number.

Applications should be made as close to the start of the academic year as possible via the PayMyStudent portal – <https://godalming.paymystudent.com/portal/>

You register on the portal and then log in to complete the online application form, attaching the relevant evidence as required.

For more detailed instructions please look on the College website - [Bursary Fund \(godalming.ac.uk\)](https://www.godalming.ac.uk/bursary-fund)

How to Make Expense Claims

Once you are approved for the Vulnerable Bursary it is your responsibility to claim your expenses that we will then reimburse.

All claims are made via the PayMyStudent portal - <https://godalming.paymystudent.com/portal/> .

Log in and use the 'Claiming an Expense' option to upload your receipts and give more details about your claim. Students are reimbursed on a weekly basis for approved claims. They need to be submitted by Tuesday afternoon at the latest in order to receive the bank transfer by the Friday of that week. Claims should be made in a timely fashion and within the term of the purchase. If you are in any doubt about whether your claim is eligible or not, please check with us before you make a large purchase.

Payment of your (max £1,200 fixed) Vulnerable Bursary award will be paid automatically to you across the year in half termly instalments.

Bank Accounts

We cannot make payments to students in cash. All payments will be via BACS directly into a student's own bank account. If you need any assistance with this please get in touch.

Contact details

If you have any queries, please contact the Bursary Co-ordinator on:

Email bursary@godalming.ac.uk
Telephone 01483 411235