

Godalming College

Discretionary Bursary Fund Information 2024 - 2025

Godalming College has a bursary fund aimed at supporting students to overcome financial barriers they may have when attending our College. If you have concerns about being able to meet the cost of transport, necessary equipment for your College courses and/or trips then you should consider applying for a bursary. All information provided to us is treated in the strictest confidence and we are happy to answer any queries.

The Discretionary Bursary Fund is for students who face genuine financial barriers to attending College. A bursary is awarded for specific educational requirements and cannot be awarded for costs unrelated to your programme of study. Bursaries tend to be given for transport, course costs, books and equipment.

If your annual household income is £30,000 or less you may be eligible for a discretionary bursary.

What can the bursary fund help me with?

What can the College pay for?

- Public transport travel costs – to receive financial assistance for your travel costs you must live over 2 miles away from the College site. We recommend purchasing a 16-17 Saver Railcard or Surrey LINK Bus Card to gain reduced ticket prices; the initial cost of purchasing these cards can be reimbursed by the Bursary Fund. It is not normally worth you buying a 16-25 Railcard, as there is a minimum ticket price at peak times of £12.
- Books and equipment required for your courses
- 90% towards the cost of residential course related trips
- Other course recommended day trips
- Godalming College Sports Kit – for those students taking a sports course
- UCAS fees – if you apply to university the College may be able to cover the cost of your online application
- Industry placements, University interviews and Open Days – if you are going to incur costs from attending an industry placement, university interview or open day then we may be able to help. We are able to offer reimbursement of public transport costs for the student to travel to their destination. If you feel other financial assistance is required please contact the Bursary Team to discuss this prior to the visit. The bursary can only support a maximum of 2 visits.
- Stationery ideally purchased from the College Stationery Shop at Student Reception.

If a bursary student is purchasing anything that isn't specifically listed in the above list, they must check directly with the Bursary Team before making such purchases.

What will the College not pay for?

- General living costs e.g. mobile phone bills/top ups, accommodation, utility bills etc.
- Petrol costs and costs relating to car travel – e.g repairs/insurance
- Car parking/fines
- Taxis or Ubers
- Assessment and examination fees

We trust that students will use reasonable endeavours to purchase appropriately priced items. Please make sure you keep all receipts to enable you to claim your expenses.

Laptop Assistance

The College Bursary has a supply of laptops that are able to be gifted 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.

Free School Meals (FSM)

The College operates a FSM policy. If you qualify you 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.

Eligibility for a Discretionary Bursary

Circumstances	Evidence Required
<p>You, or your parent(s)/carer(s), are currently in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Income based Job Seekers allowance • Child/Working tax credit with a gross annual income of less than £30,000 • Income-related Employment and Support Allowance • The Guarantee Element of State Pension • Housing Benefit • Universal Credit with a gross annual income of less than £30,000 • Council Tax Benefit 	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> • Job Centre Plus • Department for Work and Pensions • Your local Authority • Last 3 months full Universal Credit statements • HMRC Tax Credit Award letter for 2024 - 25 <p>Any letter provided to us should be dated in the last 3 months. If your letter is older than 3 months then please also provide a recent bank statement showing a payment going into your account within the last 3 months.</p>
<p>You, or your parent(s)/carers(s), are not in receipt of a benefit listed above, but are employed or self-employed with a gross annual household income of less than £30,000</p>	<p>Please provide one of the following for each parent/carers:</p> <ul style="list-style-type: none"> • The most recent 3 months’ pay slips • Evidence of self-employed income e.g. tax return or accountant’s letter

Eligibility for Free School Meals

Households need to be in receipt of one or more of the following benefits to be eligible for Free School Meals:

Benefit	Evidence
Income Support	Award letter dated within the last 3 months
Income-based Jobseekers Allowance	Award letter dated within the last 3 months
Income-related Employment and Support Allowance (ESA)	Award letter dated within the last 3 months
Support under part VI of the Immigration and Asylum Act 1999	Letter from Home Office showing Immigration status
The guarantee element of State Pension Credit	Pension or Pension credits award letter
Child Tax Credit (provided that you are not entitled to Working Tax Credit) and have annual gross income of no more than £16,190 as assessed by HMRC	Final Tax Credit Award showing total household income for the financial year April 2023-24
Working Tax credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	Documentary evidence
Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum (after tax and not including any benefits you may get)	Documentary evidence

If you received Free School Meals in your previous school the College can continue to honour that whilst you're a student at Godalming College. You will need to provide proof of receipt of Free School Meals from your previous education establishment.

How to Apply

You can apply as soon as you have enrolled as a student and receive 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)

How to Make Expense Claims

Once you are approved for the Discretionary 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.

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