

Guide to applying for financial support for 19-year-olds +

Funding application forms are available at www.bacoll.ac.uk/learningsupportfunds

NB. If you are funding your course with an Advanced Learner loan please refer to the 'Guide to applying for financial support for 19 year olds + funding your course with an Advanced Learner Loan'.

If you received learner support in 2024-2025

You only need to complete a new application for financial help if your financial circumstances have changed. If they have not, please complete a self-declaration form which can be found at <https://bacoll.ac.uk/students/student-support/funding-loans/>

Getting help with tuition fees

To enrol on a course, you will usually have to pay tuition fees. However, you may be eligible to receive your course for free if you are normally resident in England and one of the following circumstances apply:

Learners aged 19-23

- Enrolling on an Entry Level or Level 1 Course, who do not hold a Level 2 qualification or above - **Free**
- Enrolling on your first full Level 2 Course - **Free**
- Enrolling on your first full Level 3 Course - **Free**
- In receipt of JSA, Work Related ESA or Universal Credit - **Free (for courses below Level 3)**
- In receipt of a state benefit and wishing to enter employment - **Free (for courses below Level 3)**
- None of the above - **Fees are payable**

Learners aged 19+

- For full Level 3* - Fees are payable however learners may apply for an Advanced Learner Loan – visit www.gov.uk/advanced-learning-loans or call **0300 100 0619**. **If you are 19-23 and this is your first full level 3 qualification, your course will be free.**
- The government have introduced a national skills funding programme for any adult learner who does not already hold a full level 3 qualification. A list of the courses covered under this new scheme can be found at [Overview - List of Qualifications approved for funding](#)
- The government have also introduced a scheme called "Free courses for Jobs". These are L3 courses and age 19+ learners who already hold a L3, will get these courses for free if you are unemployed or earn below **£25,000**. Please visit <https://nationalcareers.service.gov.uk/find-a-course/searchFreeCourse> to find a course. Please see www.bacoll.ac.uk/funding for further information.

If you do have to pay tuition fees, we offer a payment instalment plan. This is subject to a 20% deposit to be paid at enrolment and the balance of fees spread over equal monthly instalments depending upon course cost and length.

What is DLSF 19+?

This fund provides financial or 'in-kind' help to eligible learners with a number of course related costs. **This fund is cash limited and operated on a first-come, first-served basis. This includes travel, kit and uniform, childcare and course fees (where eligible).**

Eligibility for DLSF 19+

To be eligible learners must be aged 19+ (as of 31 August 2025) and have a household income **of up to £35,000 unless otherwise stated**. Household income includes tax credits, benefits, earnings and any other income received by the adults in your household. You will not be able to receive this support if you are receiving the Advanced Learner Loan (please refer to [Guide to applying for financial support for 19 year olds + funding your course with an Advanced Learner Loan](#)), or if you are aged 19 and over and already have a full level 3 qualification.

Evidence of eligibility

- Learners in receipt of qualifying benefits, a letter from DWP that states the benefit the learner is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate).
- Learners who are in receipt of Universal Credit must supply screen shots of their most recent UC statement. This must be the full statement showing the breakdown of payment including all payments and deductions. Evidence of a tenancy report or child benefit letter/child's birth certificate may also be required.
- Learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority. Evidence of household income is also required so that your financial need can be assessed.

Please be advised, giving false or incomplete evidence or information that leads to an incorrect or overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in a referral to the police with the possibility of prosecution.

Support Type	Household income eligibility
Travel Trips Childcare Meal Allowance	Household income under £60,000 (based on tax year ending April 2025 or current income)
Kit and uniform Stationery Books Support for University/Open Days Tuition Fees - Subject to course	Household income under £35,000 (based on tax year ending April 2025 or current income)

Travel Support

To qualify, you'll need to:

- Live **at least 1.5 miles** from campus
- Have a **gross annual household income** of less than **£60,000**

Once your application is approved, you'll receive a **P Card** – this is a pre-paid Visa card that makes paying for your bus travel quick and easy. This will be delivered to the college and you will be notified when its ready to collect, please keep an eye on your student e mail. This usually takes 3-5 days.

How it works:

- Your P Card will be topped up every **Monday** with an amount based on the number of days you're timetabled to be in college.
- It can **only be used on bus services** (it won't work in shops).
- Just tap your card on the contactless reader when you get on the bus.

When you apply, make sure you tell us:

- How many buses you take to get to college (one way)
- How many days per week you attend

If your travel changes – for example, if you start a placement – let **Lisa Robson (Finance Assistant)** know so we can adjust your top-up.

Please note:

- If you withdraw from your course, you'll need to return your P Card to the college.
- Lost cards can be replaced for a £3 fee.

For those learners who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND), we would advise parents/carers to contact Durham County Hall to request information regarding their travel award scheme.

Learners using their own transport can apply for mileage costs but only where the average annual cost of mileage paid would be less than that of the cost of a Bus. Additionally, if you have school aged children which you need to take to school/nursery and this would cause time restraints with bus services, mileage may be paid. Applications will be assessed on a one-by-one basis.

All travel claims are subject to attendance checks and must be accompanied with receipts/tickets, where the claim is for use of public transport. Mileage is paid at 26p per mile. Reimbursements are made monthly in arrears, direct into your bank account. Please contact lisa.robson@bacoll.ac.uk for mileage claim form. Should you be facing financial difficulty and require any reimbursements to be paid before the month end, please contact Lisa Robson on the above e mail address.

Meal Allowance

Free meals will be awarded if your household income is under £60,000 per annum. It can be accessed at both campuses from the eateries and campus shop. This cannot be used for hot or cold drinks from Starbucks or the College Shop/Canteen (with the exception of water).

Uniform and kit costs (essential course items)

Learners should complete their kit/uniform order forms (as issued by the curriculum area) and submit these with their application for financial support. Alternatively, when you receive your outcome letter from your application, you will be requested to provide the sizing of items you require. We will order items on your behalf. The amount awarded is dependent on the course requirements. Please note you may need to purchase items before you start the course and the amount of grant awarded is not guaranteed to pay these costs in full. Reimbursements will only be made subject to proof of purchase. Not all learners will be eligible for this support. All funded items remain the property of Bishop Auckland College/SWDT. If you withdraw from your course, you must return the items to avoid being invoiced for the cost.

Stationery

If you require stationery, a basic stationery kit can be provided to you, please ensure you select this on your application form. This will be a one-off kit and will include the essentials required to attend your course.

Tuition fee support

This is awarded to learners who are not eligible for fee remission and have to pay their own course fees for up to a level 2 qualification. Learners eligible for this support will need to fulfil the general criteria of DLSF. This support will pay 100% of the course fee. **There are only limited funds available.**

Trips

From time to time the college arrange educational visits. If your household income is under the £60,000 threshold, your travel and accommodation will be funded under the Learner Support Funds.

Books

If you require any additional books to ensure you complete your course/aid you with the completion of your course, these can be provided to you. Please e mail finance@bacoll.ac.uk with the request and include your tutor in the e mail so it can be confirmed with them that this book is essential to you.

Support for university open days/interviews

Support to cover the main travel costs for learners who are attending a higher education open day or interview. Travel support for up to three trips may be covered. Learners may apply in advance or retrospectively and the visit must take place during the 2025/26 academic year. Evidence of the date of the open day/interview will be required.

Childcare funding (for Ofsted registered childcare only)

Childcare funding is for course timetabled periods only (i.e. not academic holidays, half term breaks). Learners eligible for government funded childcare sessions must apply for and utilise these for their course timetabled days. We will however agree funding for wrap around childcare requirements that exceed these.

You will not receive funding for unauthorised absences. If you cannot attend your course due to sickness or your child's sickness, you must contact Student Services by 9.00am, per each day of absence. This will ensure that your reason for absence is recorded. Failure to do this is deemed as unauthorised absence. Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.

Childcare funding will cease with immediate effect if you withdraw from course OR your attendance falls below 95%.

You must provide the required notice (usually 1 month) to the childcare provider in lieu of your course end date (as detailed on your learning agreement) or withdrawal. Charges incurred due to failure to give notice are your responsibility.

Childcare providers **must** submit invoices to us on a **monthly** basis. The invoice must be addressed to Bishop Auckland College, show a breakdown of the session dates attended and the cost per session and have the learner name on it. This should be within 28 days of the end of the billing period. Failure to submit monthly invoices may result in refusal of payment. Invoices can be emailed to finance@bacoll.ac.uk or posted to Finance Department, DLSF, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, Co Durham, DL14 6JZ.

Invoices are paid in arrears as payment is subject to your attendance. We cannot make childcare payments in advance. Unauthorised absences will be deducted from the value of the invoice. The remaining balance will therefore be your responsibility. Childcare providers should liaise with the learner directly with regards to this.

Any subsequent changes to childcare needs must first be authorised by the Finance Department. Learners should do this at their earliest opportunity to ensure funding is still available.

To be eligible for this support your household income **must be £60,000 or less**. Household income includes tax credits, benefits, earnings and any other income received by the adults in your household. Learners aged under 20 at the start of their course will not be eligible for this funding and would need to apply for Care to Learn which is explained further in this guidance.

The college will fund any wrap around childcare should you require this in order to attend/leave your course/placement on time. This includes breakfast clubs and afterschool clubs. Your child's school will need to provide, on letter headed paper, the dates and costs for which clubs your child attends. This must be sent to finance@bacoll.ac.uk or lisa.robson@bacoll.ac.uk. Wrap around care will only be paid for days you physically attend college or placement. Wrap around care will not be paid for on reading weeks.

How do I apply for Funding?

You will need to complete an application form for financial assistance via <https://bacoll.paymystudent.com/portal/>. You must provide evidence of the current total income received into your **household**. This includes the income of your spouse/partner. Please provide a copy of your Tax Credit Award Notice (TCAN) 2025-2026 if you are in receipt of Tax Credits. We cannot accept 'Provisional' TCANs. If you're not in receipt of tax credits please supply a copy of your current household benefits letter (dated in the last month) or copies of your 2024-25 P60s. Please

supply photocopies only as we are unable to return evidence. If you received Universal Credit or the household receives Universal Credit, please provide screen shots of the last 3 UC statements. This must be the full statement including the breakdown of payments and deductions.

Other Support:

Care to Learn (C-2-L)

If you are a young parent (aged under 20 at the start of your course), C-2-L can help pay for your childcare and any additional travel costs whilst you are studying. You must:

- have started your course or study programme before you turn 20
- be the parent or main carer and be in receipt of Child Benefit for the child(ren)
- be living and studying in England and be either a British citizen or a national of a European Economic Area (EEA) country
- using an Ofsted registered childcare provider (this can be a childminder, nursery or

You can apply using the application form which can be found at :

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

Should the C2L allowance (£180 per week) not cover the full amount of funding required, the remaining will be funded via learner support funds.

Please refer to the colleges Care to Learn Policy and Guidance notes for further information which can be found at <https://bacoll.ac.uk/students/student-support/student-finance/> under the Care2Learn dropdown

Terms and Conditions of Funding

Attendance

Financial support from the national schemes or funds from Bishop Auckland College/SWDT are subject to learners maintaining a minimum 95% attendance level. Where learners fall below this, we reserve the right to revoke all funding. We will invoice you for reasonable recovery of the value of these items.

Withdrawals

If you withdraw from your course, you will not receive further financial support. You may also have to repay any financial support you have been awarded. You must return your kit/uniform and Campus I.D. card. Failure to do so will result in an invoice being issued for the total cost of these items.

Appeals

If you believe your funding application has not been assessed correctly, you do not receive a grant or you are not happy with the level of support allocated, you can appeal. Your appeal should be made in writing and addressed to:

Appeals, Finance Manager, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, DL14 6JZ.

You can only appeal once regarding a specific situation - if your appeal is declined, you are unable to re-appeal for the same reason again, unless you can provide new additional information to support your case. The appeal decision is final. If you are unhappy with the decision, you can make use of the College's formal complaints procedure.

Further Discretionary Learner Support (DLSF) conditions

- If you are on a two-year course (Commenced in 2024-2025 academic year) you are not required to submit a whole new application for 2025-2026. You will need to complete a Learner Support Self Declaration form to confirm that your household income has not changed. If your household situation and income has changed, you will be required to submit a new application.
- You will not receive funding if you have outstanding debts to us or your household income is above the rates stated.

All guidance and eligibility criteria mentioned in this booklet are correct at the time of print, but we reserve the right to amend any of this information during the academic year following government changes to eligibility criteria.

Finance Department

The Finance staff are here to ensure you receive the best advice and support with your application for financial support. If you need help, or would like to speak on an individual basis, please do not hesitate to contact the Finance Department to discuss or arrange a meeting. The office is available throughout the summer holidays.

You can contact the Finance Department by telephone on:

01388 443113

01388 443115

01388 743166

01388 443037

or by e-mail at finance@bacoll.ac.uk or by post at the following address:

Finance Department
DLSF
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
Co Durham
DL14 6JZ