
This guidance is to support applications for the academic year 2026-2027.

Please read these notes carefully before completing your online application.

We have made applying for Bursary support as simple as possible. However, the process will involve completing online forms, providing evidence, and advising the Customer Services of your financial situation.

You can apply for Bursary funding using the Pay My Student application portal - [The Hertford Regional College Online Student Portal](#)

If you do not have access to complete your form online, Customer Services can support you in completing this. You may need to book an appointment for this assistance, especially during our busy periods, which can be done at Customer Services.

Application for 16-19 Vulnerable Bursary, 16-19 Discretionary Bursary, 19+ Discretionary Learner Support (DLS), Advanced Learner Loans Bursary, Free College Meals, Industry Placement/Extended Work Placement, Care Leavers Apprenticeship Bursary.

Who can apply?

- The Hertford Regional College Bursary is open to students aged 16 or over and attending a fully funded course at the college. This can be a full-time or a part-time course.
- You must meet the residency criteria.
- You must show that **you** or **your** parents/guardians (if aged 16 – 18 as of 31/8/26) are in receipt of a benefit or have a household income of £28,000 per annum or less (£30,000 for travel support only).
- Aged 16 - 18 as of the 31st of August 2026 and living in care or is a care leaver.
- Aged 16 - 18 as of 31st August 2026 and receiving Income Support or Universal Credit in your own name.
- Aged 16 - 18 as of 31st August 2026 and in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in the name of the student applying.
- Aged 16 – 19 students in severe hardship – Emergency Food & Travel
- Aged 19+ or have an Advanced Learner Loan, you must show your household income (under £30,000 per annum or income of under £25,000 if self-supporting)
- Aged 19+ requiring childcare support, you must show your household income (under £30,000 per annum or income of under £25,000 if self-supporting)

What could we help with?

- Support towards travel costs to and from college.
- Help towards course essential books, materials, and kit. You are required to provide receipts for items purchased to be refunded through bursary.
- Financial support is subject to funding availability at the time of application. The total amount of funding may be capped according to the criteria set. Awards are based on an individual assessment of financial need.
- Terms and Conditions are subject to change.

Free College Meals

To be eligible for Free College Meals, the student must be between 16 – 18 as of 31/8/26 and parents/guardians in receipt of one of the following:

- Household in receipt of Universal Credit:
 - Universal Credit with earnings below £7,400 per year
 - Universal Credit – with no earnings
 - Universal Credit – with earnings above £7,400 per year
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit

Students aged over 19 may be eligible for a Free College Meal if they are either:

- Are continuing the same study programme they started before they turned 19 (19+ continuers)
- Have an education health and care plan (EHCP)

Frequently asked questions and answers

I'm returning to Hertford Regional College and applied for Bursary last year; do I have to apply again?

Yes, you will need to apply online even if you received bursary funding in the previous year and provide all required evidence.

[The Hertford Regional College Online Student Portal](#)

I am a New Student; how do I apply?

Please complete the online bursary application and provide all the evidence as requested.

[The Hertford Regional College Online Student Portal](#)

How and when will I know if my application is successful?

You can follow the progress of your application through Pay My Student.

Notification of your Award outcome can take 20 working days to process and sometimes longer in busy periods.

Is there a deadline for Bursary Applications?

We do not have a deadline for applications; however, funding is limited, and early applications are encouraged. We cannot guarantee bursary funding.

We are unable to back-date payments prior to the date that your application was submitted and all correct evidence provided.

I am a young person with caring responsibilities; can I apply for Bursary?

Young people with caring responsibilities can apply for bursary funding. Confidentiality is maintained, and further support can be provided through our Student Welfare services.

What is an assessment?

Assessment of need is required & bursary funding cannot be provided until all evidence is uploaded and your application assessment is completed. You may be asked to come to Customer Services for further assessment if required.

Is each application for Bursary treated fairly?

Each application is treated fairly but if you do not agree with a decision, please follow the 'Appeal and Complaints' procedure online, available from our website www.hrc.ac.uk, or email paymystudent@hrc.ac.uk. We will endeavour to respond to you promptly, however, during our busy periods there may be a slight delay – this will be communicated through our reply email service.

Why does the student have to provide bank details? Why can't funding be paid into a parent/carer/guardian bank account.

A basic bank account that can receive BACS payments is required for all students in receipt of Bursary funding to ensure payments are made directly to the student.

The Department of Education guidance state that "it is not expected for bursary payments to be paid into another person's account, except in exceptional circumstances" – such as a power of attorney being in place.

We are unable to make payments to foreign bank accounts, Go Henry accounts, and building society accounts that do not have the facility to accept BACS payments.

I am 19 or over why do you need my parents' financial details?

If you live with your parents/carers/guardians and they are financially responsible for you, we require household evidence to support your bursary application. If you live alone and financially support yourself then we require your own financial evidence.

Will bursary funding affect my benefits?

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseekers Allowance, Child Benefit, Working Tax Credit, Housing Benefit or Universal Credit.

Can I apply if I have an Advanced Learner Loan?

Yes, you can. Enrolled students will need to upload the original copy of their Advanced Learning Loan confirmation letter or screenshot of Student Finance Account successful status, plus household income evidence.

My parent/carer/guardian is Self Employed; can I still apply for Bursary?

If you are self-employed you are required to supply proof of income for the most recent tax year for bursary assessment from September 2026. For example, year 2024-2025 accounts would be required for bursary assessment in September 2026. This can be either a set of accounts prepared by a registered accountant or a self-assessment form SA302 from HMRC, an online calculation of your income. Please upload your document along with other evidence you are required to upload.

What does proof of household income mean?

For the Bursary Fund assessment process, household income is **all** income received by persons living within the household. This can be a benefit income, salary, capital, unearned income (such as shares, investments, savings, rental income), self-employed income, a combination of these or any other means of income received.

What does self-supporting mean?

For the Bursary Fund assessment process, self-supporting would mean that your bursary award would be based entirely on your income, rather than your parents' earnings, as you financially support yourself.

Support Available

The below table is a guide to the availability of funding available. This is not guaranteed and an assessment will need to be made of each application and a Bursary award granted.

Each application is assessed and bursary funding allocated to support financial need, bursary funding is limited and capped amounts will apply depending upon time the application has been submitted with the correct evidence for assessment.

Fund	Bursary support available
16-19 Vulnerable Bursary A student that is either • Living in local authority care. • A care leaver. • Claiming Universal Credit • Claiming both Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) or PIP.	• Support towards travel costs (based on capped zone rates) • Support towards course essential related costs including kit and uniform. • Support towards course essential educational trip costs through E-Shop • Support towards DBS cost (eligible courses only) • Support towards course essential material costs through E-Shop • Free college meal – Award £4.75 per day. • A free college meal available to students on the days that they are timetabled to study only. • Accessed at till point in the Refectory or Coffee Shop via their student ID Badge A total award cap & assessment of need will apply.
16-19 Discretionary Bursary (Household Income £16,190.00 and under) A household that is in receipt of either • Universal Credit • Income Based Employment Support Allowance (ESA) • Pension Guarantee Credit • Income from an employer	• Support towards travel costs (based on capped zone rates) • Support towards course essential items such as kit, uniform & books. • Support towards course essential educational trip costs through e-Shop • Support towards DBS cost (eligible courses only) • Support towards course essential material cost through e-Shop • Free college meal £4.75 per day (timetabled days only) – If in receipt of Universal Credit. A total award cap & assessment of need will apply.
16-19 Discretionary Bursary (Household Income between £16,190.00 and £28,000.00) A household that is in receipt of either • Universal Credit • Income from an employer	• Support towards travel costs (based on capped zone rates) • Support towards course essential items such as kit, uniform & books • Support towards course essential educational trip costs through e-Shop • DBS cost (eligible courses only) • Support towards course essential material costs through e-Shop. A total award cap & assessment of need will apply.
Free College Meals A household that is in receipt of either • Universal Credit with earnings below £7,400 per year • Universal Credit – with no earnings • Universal Credit – with earnings above £7,400 per year • Income-related Employment and Support Allowance (ESA) • Support under part VI of the Immigration and Asylum Act 1999 • The guaranteed element of State Pension Credit	• A student must be aged 16 or over but under 19 on 31 August 2026 to be eligible to receive a free college meal. • Students aged 19 or over are only eligible to receive a free college meal if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an EHCP. • A free college meal available to students on the days that they are timetabled to study only. • Accessed at till point in the Refectory or Coffee Shop via their student ID Badge or if studying off-site or on industry placement a payment will be made to support the purchase of food items. • Award £4.75 per day. • We cannot supply FCM for non-timetabled days. A total award cap & assessment of need will apply.

16 – 19 Severe Hardship Based on individual assessment, Welfare referral and assessment of need	• Emergency Food • Emergency Travel A total award cap & assessment of need will apply.
19+ Discretionary Learner Support A household income under £30,000 per annum or £25,000 if self-supporting	• Support towards travel costs (based on capped zone rates) • Support towards course essential items such as kit, uniform & books • Support towards course essential educational trips through e-Shop • DBS cost (eligible courses only) • Support towards course essential material costs through e-Shop A total award cap & assessment of need will apply.
20+ Childcare A household income under £30,000 per annum or £25,000 if self-supporting	This fund is part of Discretionary Learner Support and is available to assist students with costs towards childcare while studying at college. Those who apply will need to have their household or self-supporting income assessed. The utilisation of free childcare funding is required prior to additional funding being awarded. Full-time student – childcare costs up to £5,000 Part-time student – childcare costs up to £3,500 A total award cap & assessment of need will apply.
Advanced Learner Loan Bursary A household income under £30,000 per annum or £25,000 if self-supporting	• Support towards Travel costs (based on capped zone rates) • Support towards course essential costs for items such as books, kit, uniform & trips. • Maximum award amount £1000 for a full-time programme of study. £500 maximum award for a part-time programme of study. A total award cap & assessment of need will apply.
Care Leavers – Apprenticeship One-off payment over 1 year.	£3000 Care Leavers Bursary Award

Eligible students will receive an individual package of support based on assessment, with amounts being paid on specific dates throughout the academic year.

The value of the award will vary depending on criteria including household income, personal circumstances, assessment of need and programme of study. All awards will have a total capped amount dependant on availability of bursary funds at time of application.

Support will be reduced if students do not have an attendance rate of over 90% per term.
(Autumn Term – September to December; Spring Term – January to April; Summer Term – April to June), across their whole learning programme, including maths, English and tutorials.

*If you have any queries with regards to completing the online application or supporting evidence, please contact Customer Services on **01992 411411** or email us at **paymystudent@hrc.ac.uk**. Customer Services is in the main reception area of both campuses (opening times apply).*