



Bursary Policy for Prospect Training Services (Glos) Ltd 25/26

The Government will continue to provide a bursary fund for students during the academic year 2025/2026. This document is based on advice provided by the Education and Skills Funding Agency and sets out how Prospect Training Services (Glos) Ltd will administer and distribute these funds and is divided into the following sections:

- 1 Eligibility
- 2 Applications and Assessment
- 3 Payments
- 4 Appeals 25/26
- 5 Fraud
- 6 Free School Meals

Prospect Training Services (Glos) Ltd recognise that some learners may be experiencing financial hardship which can create barriers to learning. We understand that this process requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially and stored in line with DfE Guidance and GDPR Regulations.

1. Eligibility

The bursary fund is intended to support learners to access their programme at PTS by removing any financial barriers to education. Allocations could be made to the groups of learners that are listed below:

- Learners in care, care leavers, unaccompanied asylum-seeking children, those in receipt of Income Support or Universal Credit and learners receiving Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments will be eligible to receive bursary, or payments in kind up to £1,200 a year depending on need.
- Additional discretionary funding may be granted to learners depending on need and those who are faced with unforeseen changes in their circumstances.

All learners between the ages of 16 and 19 will be entitled to apply for a bursary if they consider that they fall into any of the groups described as above.

Learners eligible to receive a bursary must be aged under 19 on the 31st of August in the academic year in which they start their training programme.

A learner may meet the eligibility criteria above, however, this does not mean that they will automatically be entitled to the fund if there is no financial support required.

2. Applications and Assessment

Prospect Training Services (Glos) Ltd will make every effort to ensure that all learners receive support to apply for the bursary fund. All new learners will receive information about the bursary fund during their initial interview. This will give them the opportunity to gather the required evidence to support the application and return this on induction. Learners will be asked to provide evidence of their household income and the number of dependents as detailed on the application form. PTS staff will support this process by contacting the parents/carers where necessary.

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We at PTS will also provide 121 support for your parents/carers/guardians to complete the application form to help you with application completion and gathering the relevant evidence.

All applications should be submitted to the data team who will assess eligibility. Learners will be informed of the decision of their applications within 14 working days. If circumstances change during their programme, learners can update their application later in the academic year. If a learner crosses over 2 contract years, then they must reapply for the Bursary and submit updated supporting income evidence or sign a declaration to confirm that their circumstances haven't changed. This will enable them to continue to receive the Bursary Fund.

Learners will be entitled to appeal against any decision made by Prospect Training Services (Glos) Ltd. The appeals process is outlined in section 4 of this document.

3. Payments

The bursary is intended to help learners overcome barriers that might otherwise prevent them from attending Prospect Training Services (Glos) Ltd.

Learners must have a current bank account as payments will be made from Prospect Training Services (Glos) Ltd directly to their accounts. Any learner faced with difficulties in opening a bank account should immediately contact the Learner Support Team.

The learner must meet the requirements for attendance, attainment and behaviour set out at the start of their programme. Should any learner fail to meet these requirements, Prospect Training Services (Glos) Ltd reserve the right to reduce or withhold bursary payments and/or entitlement to in-kind benefits. When a learner withdraws from Prospect Training Services (Glos) Ltd, they will no longer receive payments.

Learners entitled to the bursary fund who start courses later in the academic year will receive a pro-rata allocation. Details on payments can be found in the Bursary Application and FSM Process.

4. Appeals

Learners are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Quality Manager, and if such a meeting fails to resolve any differences, they should make a written complaint for consideration to the Directors of Prospect Training Services (Glos) Ltd.

5. Fraud

Fraudulent claims for bursary allocations will be reported to the Department of Education. Learners found to make fraudulent claims will be required to repay all payments received and will be asked to leave Prospect Training Services (Glos) Ltd. All paperwork relating to the bursary fund and processes can be found in section 2 of the Study Programmes Quality Manual

6. Free School Meals

Free School Meals applications are also made through the Bursary Application Form. Learners will be informed of eligibility alongside any bursary entitlement.

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