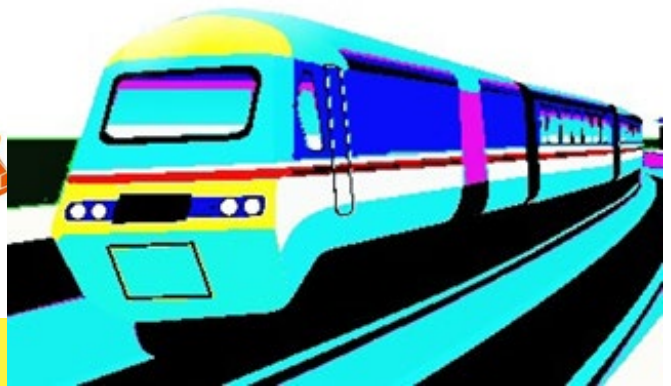


COLLYER'S STUDENT SERVICES

FINANCIAL SUPPORT & TRAVEL GUIDE

2024 / 2025



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16 - 19 BURSARY

The **Collyer's 16-19 Bursary** is designed to help and support any student who faces financial barriers to participation in education, such as costs of books, college equipment or transport. Eligible students must be under 19 on 31 August 2024 and enrolled on a non-fee-paying full-time course at Collyer's. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of their programme of study. There are two types of bursaries available to help students. The **Vulnerable Learner Bursary** and the **Discretionary Bursary**.

Vulnerable Learner Bursary

This will be awarded to Collyer's students in the following categories:

- In care
- Care leavers
- Receiving Income Support or Universal Credit because they are financially supporting themselves.
- 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 in their own right.

The amount awarded to students who meet the criteria for a Vulnerable Learner Bursary is based on actual financial need related to the cost of study.

Discretionary Bursary

Students can apply for a Discretionary Bursary if the **annual household income does not exceed £36,000**. The amount of bursary awarded will be confirmed following your application and is dependent upon funding allocations and the number of applications received. The amount awarded will depend on both the household income and educational need.

Students awarded the Vulnerable Learner Bursary or the Discretionary Bursary will receive financial support for:

- costs incurred relating to their course of study (for example course materials, books and equipment).
- 100% of public transport costs (of more than 2 miles)
- all compulsory trips and a contribution towards enrichment trips
- Progression costs eg UCAS application fee; Work Experience Internship fee; travel to up to four University Open Days (public transport costs)

The college will aim to distribute the funds fairly with regard to the financial needs of the individual student.

Under exceptional circumstances, additional help in the form of one-off payments for course-related expenses may be available to students who are not eligible for an award. Applications will be considered on an individual basis and are dependent upon available funds. Evidence of income or hardship will be requested.

16 - 19 BURSARY

Evidence of Income

You will be required to complete an online application form and submit evidence of household income, for example P60 and/or copies of your last three Universal Credit monthly award statements.

Payment of Award

Once approved, payments for travel will be paid at intervals during the year and payment dates will be set out in the award letter. Please be aware that confirmation of awards will not be made until mid-September at the earliest due to the large numbers of applications received. Students should be aware that they will need to cover their own travel costs for the first month of college, as the travel assistance is paid in arrears. Students must have their own bank account as payments are made by BACS direct to their account.

Contributions towards course costs etc will be paid on proof of purchase. Please keep receipts for all college related expenses (including travel), as you will need to provide evidence of your expenditure if your application for financial support is successful.

Conditions

- Students must be UK residents.
- Students must be enrolled on a non-fee paying full time course at Collyer's.
- All bursary payments are directly linked to excellent attendance, progress, effort and behaviour. Payment may be withheld if the student does not comply with college expectations.
- Students are required to upload receipts to the Pay My Student Portal as evidence of expenditure.
- Students are required to sign a Declaration and Agreement with the college before any payments commence.

Application Procedure

- For more information and to apply online, visit the **Admissions / Student Finance** page of the college website: <https://www.collyers.ac.uk/admissions/student-finance/>
- Ensure all relevant evidence of household income is provided. Any omissions will result in a delay.
- Applications will be processed from the start of the autumn term of the new academic year. If you are successful, the award letter will tell you how much you have been awarded and when these payments will be made.

Appeals Procedure

Should you disagree with any decision made, please contact financialsupport@collyers.ac.uk in the first instance. The Vice Principal (Pastoral) will review all award queries. If you are not satisfied, you have the right of appeal in accordance with Collyer's Complaints Policy which is published in the Student Handbook and on the college website.

FREE COLLEGE MEALS

Students are eligible for Free College Meals if they or their parents are in receipt of one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – the household income must be less than £7,400 a year (after tax and not including any benefits you get)

COLLYER'S STUDENT TRAVEL AWARD

The Student Travel Award of **£150** (£50 a term) is available to students who meet one of the following criteria:

- Live in a **BN postcode area**
- Live **more than 15 miles** from the college

The Student Travel Award is not payable to students receiving the Collyer's 16-19 Bursary as their travel costs will be already covered.

Apply online via the college website under **Admissions / Student Finance / Apply for Financial Support 2024/2025**. The award is subject to excellent attendance. Applications will be processed from September with the first instalment paid before October half term.

<https://www.collyers.ac.uk/admissions/student-finance/>

CHILDCARE SUPPORT FOR YOUNG LEARNERS (AGED UNDER 20)

If you are a young parent (under 20) and want to start or continue in learning, you could be eligible for help with your childcare costs through the 'Care to Learn' scheme. The subject or course you take up is up to you and you can study part-time or full-time. Your childcare provider must be registered with Ofsted.

Please see this website for more information: <https://www.gov.uk/care-to-learn>

CONTACT US / FURTHER HELP

- Email Student Services during term-time: financialsupport@collyers.ac.uk
- 16 to 19 Bursary Fund: www.gov.uk/1619-bursary-fund

TRAIN

16-17 Railcard



- 50% off standard Anytime, Off-Peak, Advance and Season tickets for 16&17 year-olds.
- £30 fee valid for one year, or until the holder turns 18, whichever comes first.
- **Apply online at:** www.16-17saver.co.uk

16-25 Railcard

- 1/3 off a range of tickets (does not include season tickets). Minimum fares and time restrictions apply.
- £30 fee valid for one year
- **Apply online at:** www.16-25railcard.co.uk

Useful Links for fares, timetables and updates:

[National Rail Enquiries - Official source for UK train times and timetables](#)

[Trainline : Search, Compare & Buy Cheap Train Tickets \(thetrainline.com\)](#)

Southern Railway Route Map:

<https://www.southernrailway.com/destinations-and-offers/where-we-travel-to/our-routes>

BICYCLE

Free Bicycle Compound Access



Collyer's encourages **environmentally friendly transport** and provides a free **designated secure area for parking bicycles**. You can only enter and exit the bicycle compound with your college ID card. You must lock your bicycle within the compound. **To have your ID card validated to use the bicycle compound, register with Student Services in B002.** If your bicycle is left elsewhere on campus, it will be dealt with by the Security Team.

West Sussex Safer Roads information for cyclists:

<https://sussexsaferroads.gov.uk/safer-for-cyclists/>

West Sussex Police information on bicycle theft prevention:

<https://www.sussex.police.uk/cp/crime-prevention/theft-of-a-bicycle/>

BUS

UK Government Bus Fare Cap

The **£2 bus fare cap on a single bus ticket** has been extended **until 31 December 2024** to help passengers with the cost of living. For a list of bus companies and bus routes included in the £2 bus fare cap scheme visit: <https://www.gov.uk/guidance/2-bus-fare-cap>



Metrobus West Sussex 16 – 20 Saver Digital Ticket bought on the Mobile App

You can now purchase a 16-20 Bus Saver fare or ticket, **which is the same price as the existing child rate**. The scheme applies to any direct bus travel starting or finishing in West Sussex. Before travelling, make sure to bring a **valid proof of age**. As an alternative to carrying official documents like passports and birth certificates, **CitizenCard** will also be accepted.



- [16 to 20 Bus Saver - West Sussex - Metrobus](#)
- [Fares and tickets - Metrobus](#)
- [Student Fares & Tickets - Metrobus](#)
- [Apply for a UK ID card Online - CitizenCard](#)

Metrobus Student Key Smartcard Tickets bought online or at a Travel Shop

- **25% discount off adult fares** on Metrovoyager, Crawley Metrorider and Horsham Metrorider tickets for full-time students aged 16 and over.
- Register for a free Student Key Smartcard at the Crawley Metrobus Travel Shop (located opposite Crawley Train Station) or the Redhill Travel Shop.
- Proof of full-time student status (college ID or proof of confirmed enrolment) is required.
- **Top up the card with discounted tickets online or at a Travel Shop.**



[Fares on the key - Metrobus](#)

Metrobus Timetables & Network Map

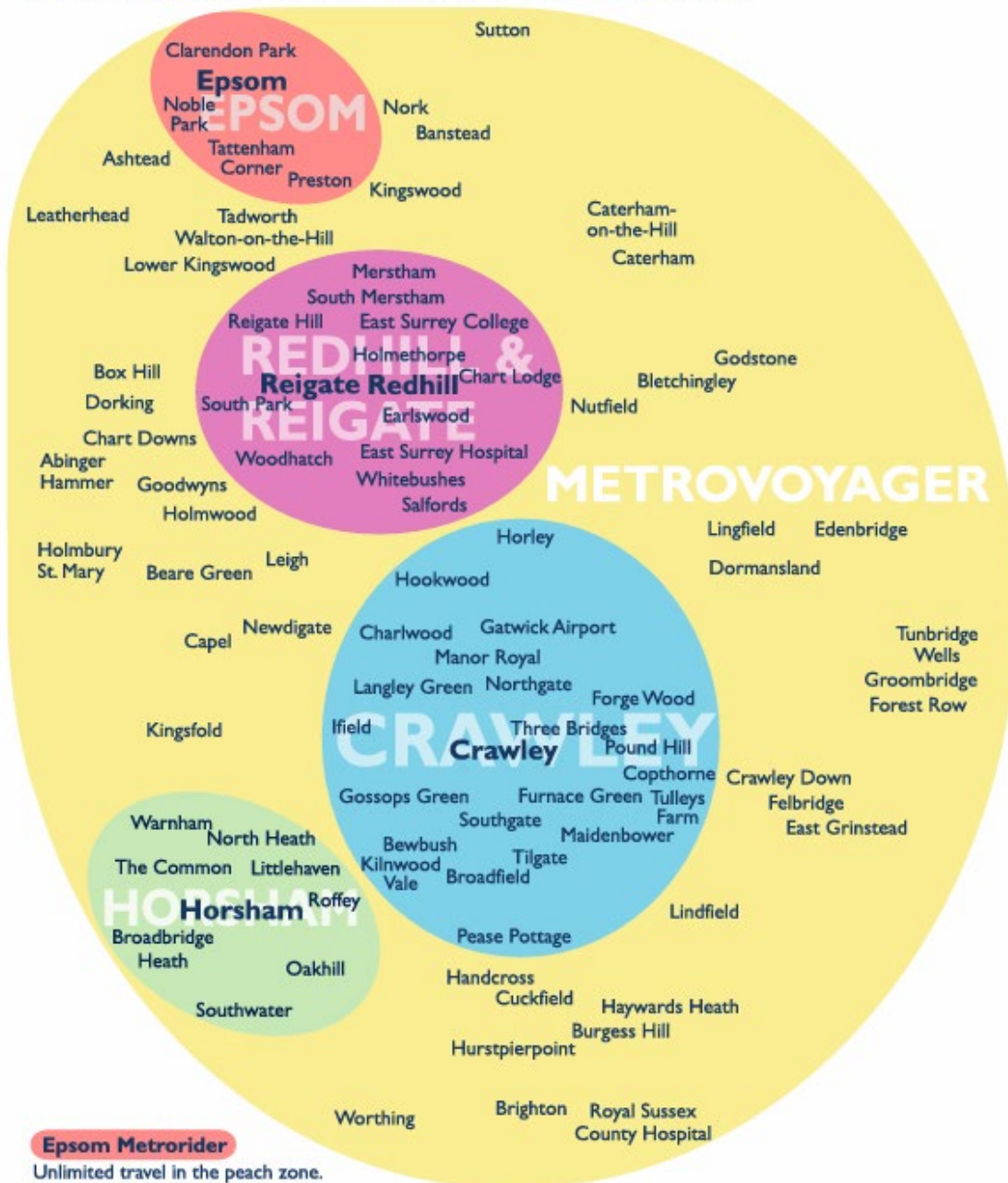
[Metrobus – Bus Times](#)

[ENTIRE NETWORK MAP AUG 2022 A4 Proof 1.cdr \(passenger-website.com\)](#)

West Sussex County Transport Map

[WSussex County Map.ai \(westsussex.gov.uk\)](#)

Metrorider and Metrovoyager Ticket Zones



Epsom Metrorider

Unlimited travel in the peach zone.

Horsham Metrorider

Unlimited travel in the green zone.

Crawley Metrorider

Unlimited travel in the blue zone.

Redhill & Reigate Metrorider

Unlimited travel in the pink zone.

Metrovoyager

Unlimited travel in all zones.

Metrovoyagers also give unlimited travel on Brighton & Hove Buses services. See buses.co.uk for details.

Please contact individual bus companies for more information about student fares and discounts:

Stagecoach

<https://www.stagecoachbus.com/>
<https://www.stagecoachbus.com/timetables>

Sussex Coaches

<http://www.sussex-coaches.co.uk/index.htm>
<https://bustimes.org/operators/sussex-coaches>

Compass Travel

<https://www.compass-travel.co.uk/students/>
<https://bustimes.org/operators/compass-travel>

BUS

Collyer's Worthing Bus

Subsidised bus service operated by Compass Travel calling at Rustington, Worthing, Washington and Ashington directly to Collyer's.

- **Depart Rustington: 06:55am Arrive Collyer's: 08:26am**
Depart Collyer's: 16:30pm
- 2023/2024 stops included: Rustington Sainsbury's, Broadwater, Worthing Hospital, Lyndhurst Road, West Worthing Railway Station, Durrington by Sea Station, Kipling Avenue/Boxgrove Parade, Patching/Clapham, Findon Black Horse Pub, Findon Gunn Inn Pub, Washington Birchwood Kia, Ashington Rectory Lane, Collyer's College.

Stops are subject to change, based on demand.

- **Fares** are payable in advance with the 'myTrip' app:
 - Rustington - £4.50 per journey
 - Worthing areas - £4.00 per journey
 - Washington / Ashington - £3.50 per journey



If you are interested in a place on the bus, please email worthingbus@collyers.ac.uk with your full name, address, and parent email address. Full details will be sent to you in the late summer including instructions on using the 'myTrip' app.

MOPED / MOTORCYCLE



Free Moped/Motorcycle Parking Permits

There are a **small number of spaces available** to park in the designated **motorcycle parking area** within the main college car park. **Priority** is given to **students who cannot access public transport and live a significant distance from college.**

To apply for this free permit, go to **Student Services in B002** to **complete an application form** and if successful, you will have your college ID card validated to access the motorcycle area of the car park. The details of your moped/motorcycle will be shared with our Security Team.

West Sussex Safer Roads information for motorcyclists:

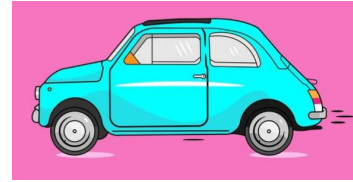
<https://www.sussexsaferroads.gov.uk/info/safer-for-motorcyclists>

Please note: You must ensure that your car / bicycle / motorcycle / moped is **securely locked**. **The college does not accept responsibility for loss or damage to your property.** Take care when approaching and leaving the college, as Hurst Road is a busy, congested area. **Our car park is monitored by our Security Team regularly** and a warning/penalty notice will be issued if your registration plate is not held on our database.

CAR

Paid Car Parking Permits

Fee: £195 – full academic year 2024/2025
(pro rata fee bands apply each term thereafter)



There are a limited number of student parking permits. Provided you *meet the distance criteria below* and we have not already allocated all of our student parking permits, you may apply after you have passed your test.

Student Parking Permit application criteria:

- In the autumn term (**September to December**), you must live **more than 15 miles from college and have difficulty accessing public transport.**
- **From January**, applications will be considered from students who **live more than 10 miles from college and who have difficulties accessing public transport.** Priority will be given to those living the furthest distance.
- Permits are **not issued** to students who **reside within a 10-mile distance of the college.**

Application Process:

- **IF YOU MEET THE CRITERIA ABOVE**, (please first check your shortest distance in miles by using your home postcode to Collyer's on google maps/directions) email studentservices@collyers.ac.uk **using your student college email account.**
- If approved, an application form will be emailed to you. The completed/signed form is then to be returned, in person, to Student Services in B002 (between 9:30am and 2:00pm). Your application will be checked and you will be advised of the payment process.
- After paying the fee, you must then present your College ID and Driver's Licence.

All vehicles are left at the owner's liability. Parking spaces are limited at Collyer's, so **there is no guarantee there will be a space available** for either students or staff, particularly **if you arrive after 8:30am.** The permit **gives permission to access the main car park**, it does **not guarantee a space.** If on arrival there are no available spaces in the main car park, you will have to park off-site. Please do not park in the disabled bays (unless you have a blue badge permit), visitor bays or other specifically designated spaces.

If you do not qualify for a permit, **and you choose to drive to college, you must park your car legally and responsibly; be considerate** of local residents and do not park near driveways or too close to other vehicles. **Please do not use the Hospital car park** as this facility is for the benefit of patients.

West Sussex Safer Roads information for drivers:

<https://www.sussexsaferroads.gov.uk/info/safer-for-drivers>

DISCOUNT SCHEMES

West Sussex County Council

Visit the WSCC website for **links to student travel discounts**:

<https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/>

[Travel discounts - West Sussex County Council](#)

Surrey LINK Bus Card

The Surrey LINK card is for young people aged 20 and under who live in Surrey. It can be used on any single or return bus journey that starts and/or finishes in Surrey and allows you to get **50% off the adult fare** for the journey you are taking. On most routes this is the equivalent of a child fare.

For more information visit:

[Apply for a Surrey LINK bus card - Surrey County Council \(surreycc.gov.uk\)](#)

[Bus tickets, passes and travel discounts - Surrey County Council \(surreycc.gov.uk\)](#)



COLLYER'S
Founded in 1532

The College of Richard Collyer

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West Sussex RH12 2EJ

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Email: admin@collyers.ac.uk

Website: www.collyers.ac.uk