

**COLLYER'S**

**STUDENT**

**FINANCIAL**

**SUPPORT**

**&**

**TRAVEL**

**GUIDE**

**2025/2026**

# section one

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# section two

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# 16 - 19 bursary

The **16-19 Bursary** is funded by the **UK Government** and is designed to support any student who faces financial barriers to participation in education, such as help with the **costs of essential books, equipment or travel to and from college**.

Eligible students must be **under 19 on 31 August 2025** 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: **Bursaries for defined Vulnerable groups** and **Discretionary Bursaries**.

## DEFINED VULNERABLE GROUP BURSARY

Collyer's students who meet the following criteria, and who have a financial need, may apply:

- In care
- Care leavers
- Receiving Income Support (IS) or Universal Credit (UC) 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 (UC) in their own right.

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

## DISCRETIONARY BURSARY

Students can apply for a Discretionary Bursary if the **total annual household income does not exceed £39,000**. 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 Group Bursary, or the Discretionary Bursary will receive financial support for:

- costs incurred relating to their course of study (for example essential course materials, books and equipment).
- public transport costs (over 2 miles).
- all compulsory trips and a contribution towards enrichment trips.
- Progression costs eg: 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 required.

## EVIDENCE OF INCOME

Applicants are required to complete an **online application form** via our **Pay My Student Portal**.

It will be necessary to **upload evidence of all household income**, for example **PDFs** of P60's, payslips and / or **all pages of the three most recent 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 **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 **upload 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 linked directly to excellent attendance (above 90%), progress, effort and behaviour. Payment may be reduced/withdrawn 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.
- **Student and parent** 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**:  
[www.collyers.ac.uk/admissions/student-finance](http://www.collyers.ac.uk/admissions/student-finance)
- Ensure **all relevant evidence of total household income is provided**. Any omissions will significantly delay processing the application.
- Applications will be **processed** from the **start of the autumn term** of the new academic year. If the application is successful, an **award letter** will be **emailed** to the student and parent/carer detailing the categories awarded and when payments will be made.

## APPEALS PROCEDURE

Should you disagree with any decision made, email [financialsupport@collyers.ac.uk](mailto: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 in 2025/26 if:

- they were previously in receipt of Free School Meals\* or
- 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 receive)

All applications for **Free College Meals** must be made via our **Financial Support application portal**. \*If you previously received Free School Meals, you will be **required to provide the evidence letter from your local authority** on your application. [www.collyers.ac.uk/admissions/student-finance](http://www.collyers.ac.uk/admissions/student-finance)

# collyer's student travel award

The **college funded Student Travel Award of £150** (£50 per 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.***

## APPLICATION PROCEDURE

**Apply online for the Student Travel Award** via the college website under: **Admissions / Student Finance / Apply for Financial Support 2025/2026**

[www.collyers.ac.uk/admissions/student-finance](http://www.collyers.ac.uk/admissions/student-finance)

The award is subject to **excellent attendance** (above 90%). Applications will be processed from September with the **first instalment paid before October half term**.

# childcare support for young learners

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 visit this website for more information: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

## contact us / further help

### EMAIL

Email Student Services during term time:  
[financialsupport@collyers.ac.uk](mailto:financialsupport@collyers.ac.uk)

### WEBSITE

Visit the Admissions/Student Finance page of the Collyer's website to access:

- Student Finance Guidance Notes
- **Online application portal** for Financial Support.  
The online application form covers **all aspects of financial support:**  
**Bursary / Free College Meals / Student Travel Award**

[www.collyers.ac.uk/admissions/student-finance](http://www.collyers.ac.uk/admissions/student-finance)

## UK GOVERNMENT SUPPORT

**16-19 Bursary Fund:** Support for education-related costs for low income households funded by the UK Government: [www.gov.uk/1619-bursary-fund](http://www.gov.uk/1619-bursary-fund)

**UK Government Benefits:** Eligibility, Tax Credits and Universal Credits:  
[www.gov.uk/browse/benefits](http://www.gov.uk/browse/benefits)

## WEST SUSSEX COMMUNITY HUB

Household Support for low income households funded by the UK Government:

[www.westsussex.gov.uk/leisure-recreation-and-community/community-hub/](http://www.westsussex.gov.uk/leisure-recreation-and-community/community-hub/)

# train

## 16 - 17 RAILCARD



- **50% off** Standard Anytime, Off-Peak, Advance and Season tickets for **16&17** year-olds.
- **£35** fee valid for one year, **or until you turn 18**, whichever comes first.
- **Apply online at:** [www.16-17saver.co.uk](http://www.16-17saver.co.uk)

## 16 - 25 RAILCARD

- **1/3 off** a range of tickets (does not include Season tickets).
- **Minimum fare of £12 applies to journeys made before 10:00 Monday to Friday.**
- **£35 fee** valid for one year.
- **Apply online at:** [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)



## FARES & TIMETABLES



**National Rail Enquiries:**  
[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

Official source for train information in Great Britain.

**Trainline:** [www.thetrainline.com](http://www.thetrainline.com)  
Compare and buy train tickets.

## SOUTHERN RAILWAY LIVE MAP

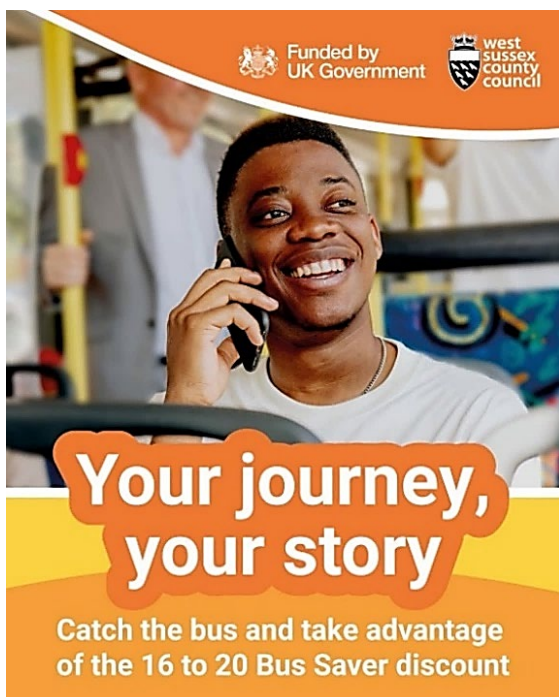
The Southern Railway logo, which consists of a green circle with a white double arrow inside, and the word 'SOUTHERN' in white capital letters on a black rectangular background to its right.

[livemap.southernrailway.com](http://livemap.southernrailway.com)

Interactive live map with service updates.

# bus

## WEST SUSSEX 16 to 20 BUS SAVER



### A 16 to 20 Bus Saver fare

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 valid **proof of age**.

Available on:

Metrobus  
Stagecoach  
Sussex Coaches  
Compass Travel

**WSCC - 16 to 20 Bus Saver**

## FARE & TICKET WEB LINKS

Stagecoach - 16 to 20 Bus Saver  
Compass Travel - Tickets & Fares  
Sussex Coaches - Tickets  
Metrobus - Fares & Tickets  
Metrobus - Student Travel

## UK GOVERNMENT BUS FARE CAP

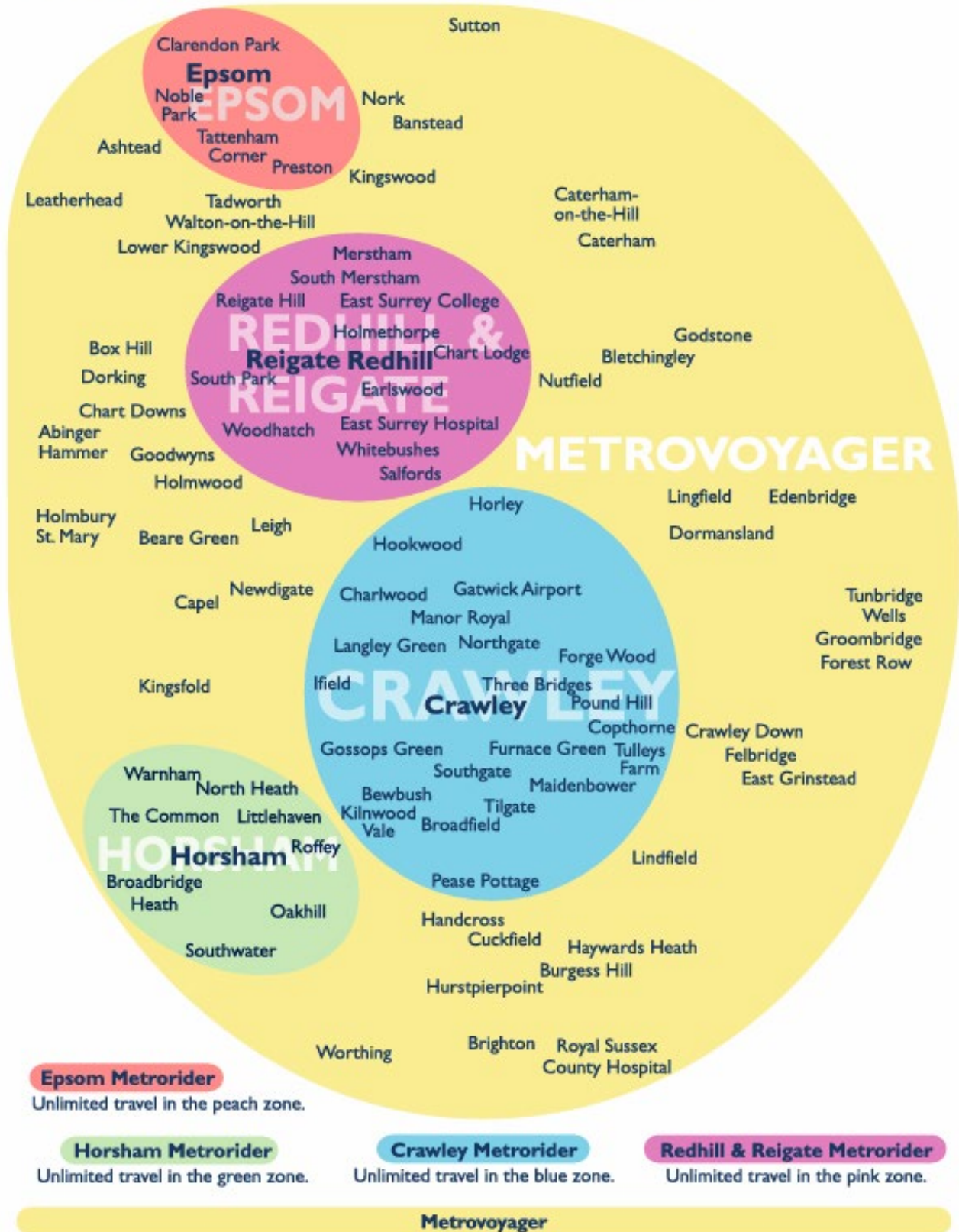
A **£3 bus fare cap on a single bus ticket** is in place until **31 March 2027** to help passengers with the cost of living. For more information regarding bus companies and routes included in the £3 bus fare cap scheme visit:

[www.gov.uk/guidance/3-national-bus-fare-cap](https://www.gov.uk/guidance/3-national-bus-fare-cap)



# METROBUS TICKET ZONES

## Metrorider and Metrovoyager Ticket Zones



Metrovoyagers also give unlimited travel on Brighton & Hove Buses services. See [buses.co.uk](https://buses.co.uk) for details.

## BUS MAP & TIMETABLE WEB LINKS

### **METROBUS**

[Metrobus Network Map](#)

[Metrobus Bus Times](#)

### **STAGECOACH**

[Stagecoach - Live  
Maps & Times](#)

[Stagecoach South -  
Bus Times](#)

### **COMPASS TRAVEL**

[Compass Travel - Network Maps](#)

[Compass Travel - Timetables & Routes](#)

### **SUSSEX COACHES**

[Sussex Coaches - Public Bus  
Routes & Times](#)

[Sussex Coaches - Public Bus  
School Routes & Times](#)

### **BUS.ORG: Maps, Timetables & More**

[West Sussex - Bus Times](#)

# collyer's worthing bus

**A college subsidised bus service** operated by **Compass Travel** calling at Rustington, Worthing, Findon, Washington and Ashington **directly to Collyer's**.

**This is a dedicated service for Collyer's students only.**

- **Depart Rustington: 06:55am Arrive Collyer's: 08:26am**  
**Depart Collyer's: 16:30pm**

Stops are subject to change, based on demand.

- **Fares are payable using the Compass Travel App**  
**25/26 Fares:**

- Rustington - £4.85 per journey
- Worthing / Findon areas - £4.35 per journey
- Washington / Ashington - £3.85 per journey



## **Mondays to Fridays** **(College term time only)**

**Rustington Sainsbury's (Bus Stop)**  
Broadwater (First bus stop opp Starbucks)  
Worthing Hospital, Lyndhurst Road  
West Worthing Railway Station  
Durrington-by-Sea Railway Station  
Kipling Avenue/Boxgrove Parade  
Patcham/Clapham  
Findon, Black Horse Pub  
Findon, Gunn Inn Pub  
Washington, Birchwood KIA  
Ashington, Rectory Lane  
**Collyer's College**

0655  
0710  
0715  
0720  
0730  
0735  
0740  
0745  
0746  
0755  
0801  
0826

## **Mondays to Fridays** **(College term time only)**

**Collyer's College**  
Ashington, Rectory Lane  
Washington, Birchwood KIA  
Findon, Gunn Inn Pub  
Findon, Black Horse Pub  
Broadwater (First bus stop opp Starbucks)  
Worthing Hospital, Lyndhurst Road  
West Worthing Railway Station  
Durrington-by-Sea Railway Station  
Kipling Avenue/Boxgrove Parade  
Durrington, Centenary House  
**Rustington Sainsbury's (Bus Stop)**

1630  
1650  
1655  
1705  
1706  
1711  
1715  
1720  
1730  
1735  
1740  
1750

**If you are interested in a place on the bus, please email the college on: [worthingbus@collyers.ac.uk](mailto: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 Compass Travel App.

# bicycle



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 your bicycle details in person with Student Services in B002.** If your bicycle is left elsewhere on campus, it will be dealt with by the Security Team.

# moped & motorcycle



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 Main Reception and Security Teams.

**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 regularly monitored by our Security Team** and a warning/penalty notice will be issued if your registration plate is not held on our database.

# car

## CAR PARK PERMITS

**Fee: £201 – full academic year** (pro rata fee bands apply each term thereafter).

There are a **limited number of student parking permits** available in 25/26 providing you **meet the application criteria** and that we have **not already allocated** all of our student parking permits.

You may apply **after** you have passed your test.

## CRITERIA

### Autumn Term:

Applicant must live **more than 15 miles\*** from college.

### Spring Term onwards:

Applicant must live **more than 10 miles\*** from college.

Permits are **not issued** to students who reside **within a 10-mile\*** distance of the college.

*\*Shortest distance in miles using home postcode to Collyer's with Google Maps/Directions*

## APPLICATION PROCEDURE

If you meet the application criteria, email: [studentservices@collyers.ac.uk](mailto:studentservices@collyers.ac.uk) using your **student college email account**.

You will be advised of the fee, the payment process and conditions of the parking permit. An **application form** will be emailed to you to **complete and return in person** to Student Services in B002.

Your permit will be **processed after** you have **paid the fee** and presented your **original Driver's Licence** and **College ID**.

**Please note:** All vehicles are left at the owner's liability. **The college does not accept responsibility for loss or damage to your property.**

The permit **gives you permission to access the Main Car Park**, it does not **guarantee a space**, especially in peak periods. If there are no available spaces in the Main Car Park, you will have to park off-site.

# student parking

## Students parking near the college must:

park legally, observing road markings and parking restriction signs

not obstruct driveways causing access issues for residents

not cause access issues for emergency vehicles

not park close to other vehicles so that they cannot manoeuvre to drive away

be considerate to residents, pedestrians and other road users

Do not park in the Horsham Hospital car park. This car park is for the benefit of hospital patients and their carers who need close access for medical reasons.



Parking Enforcement officers patrol the areas around our college and will be notified of any illegally parked cars. You could receive a £70 penalty notice if your vehicle is not parked correctly.



# discount schemes

## WEST SUSSEX COUNTY COUNCIL

**Visit the WSCC website for details of:**

**school/college transport**

[www.westsussex.gov.uk/education](http://www.westsussex.gov.uk/education) - College Transport

**travel discounts**

[www.westsussex.gov.uk](http://www.westsussex.gov.uk) - Travel Discounts

## SURREY COUNTY COUNCIL

**Visit the SCC website for details of:**

**Surrey LINK bus card**

[www.surreycc.gov.uk](http://www.surreycc.gov.uk) - Surrey LINK bus card

**travel discounts**

[www.surreycc.gov.uk](http://www.surreycc.gov.uk) - Bus tickets, passes and travel discounts

# **COLLYER'S STUDENT SERVICES**

**THE COLLEGE OF RICHARD COLLYER**

Hurst Road, Horsham  
West Sussex RH12 2EJ

tel: 01403 210822

email: [admin@collyers.ac.uk](mailto:admin@collyers.ac.uk)

web: [www.collyers.ac.uk](http://www.collyers.ac.uk)

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