

**COLLYER'S  
STUDENT  
FINANCIAL  
SUPPORT  
AND  
TRAVEL  
GUIDE  
2026 2027**

# section one

## FINANCIAL SUPPORT

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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 2026** 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: **Defined Vulnerable Groups** and **Discretionary**.

## DEFINED VULNERABLE GROUPS BURSARY

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

- Students **In local authority care**.
- Students who have recently left local authority care (known as **Care leavers**).
- Students receiving Income Support (**IS**) or Universal Credit (**UC**) **because they are financially supporting themselves**.
- Students receiving Disability Living Allowance (**DLA**) or Personal Independence Payments (**PIP**) **as well as** Employment and Support Allowance (**ESA**) or Universal Credit (**UC**). **All benefits must be received by the student in their own right**.

*The amount awarded to students who meet the criteria for a Defined Vulnerable Groups 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 £41,000**.

Where a student's parent/carer is in receipt of **Universal Credit**, but the annual household income is **over £41,000**, the student will be eligible to apply for **Free College Meals** (see page 6).

The amount of bursary awarded is dependent upon funding allocations, the number of applications received, the household income and educational need.

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

Students awarded the Defined Vulnerable Groups Bursary, or the Discretionary Bursary may receive financial support for:

- **Course equipment** which is considered an **essential** requirement to the student's course of study (eg textbooks, printed workbooks and specific equipment).
- public **transport** costs (**over two miles**).
- all **compulsory trips** and a contribution towards enrichment trips related specifically to their course of study.
- **Progression costs** eg: UCAS Application fee; travel to up to five University Open Days.

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.

## 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/suspended/withdrawn if the student does not comply with college expectations.**
- Students are required to **upload evidence of all household income and relevant expenditure receipts** to the Pay My Student Portal.
- **Student and parent/carer** are required to **sign a Declaration and Agreement** with the college before any payments commence.

## APPLICATION PROCEDURE & EVIDENCE

**Apply online** via our Pay My Student Portal found on the college website under: **Admissions / Student Finance / Apply for Financial Support 2026/2027**

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

To prepare for your application, **the student must have:**

- their **Collyer's student number** eg SY26XXXX
- access to their **Collyer's email account**
- their **own bank account, in their own name**

They will be required to **Register** via the **Pay My Student Portal**. An activation email will be generated to the student's Collyer's email account. They then **Log In** to the Pay My Student Portal to commence the application.

It will be necessary to **upload evidence of ALL household income, for example:**

- **Universal Credit statements** for the most recent three months;
- **Award Letters** from the relevant authority;
- **P60's** for the 2025/2026 tax year;
- **Employee Payslips** for the most recent three months;
- **Evidence of self-employed income**

**When uploading** income evidence:

- **Do not upload multiple photos or screenshots** of documents. Each evidence document must be **uploaded as a PDF (showing all pages) as an individual document**. You can save your UC statement as a PDF when logged onto your GOV.UK UC account (in the Payments tab) and download it to your device.
- Each evidence document must **show the recipient's full name and address**. Any evidence provided **must match the address we hold for the student**.
- All evidence should be **dated within the last 3 months**.

## PROCESSING YOUR APPLICATION

To **enable processing** of your application:

- **Complete each section** of the application carefully and **answer all questions**. Remember to complete the **Declaration** and both the **student and parent/carer must sign** the application.
- Only completed applications that include the required evidence can be processed.
- If the application is incomplete, the college will email the student via their Collyer's email account to request more information.

## PAYMENT OF AWARD

Applications will be **processed** from the **start of the autumn term** of the new academic year. Please be aware that **confirmation** of awards will not be made until at least **mid/late 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**.

**All decisions will be emailed to the student's Collyer's email account** and copied to the parent/carer nominated as first contact on our records.

If the application is **successful**, the email we send will include an **Award Letter** detailing the **categories awarded and if applicable, scheduled payment details and dates**.

**Eligible travel costs are paid in arrears** at scheduled intervals during the year. Payment will be dependent on attendance over 90% (refer to the Conditions section on the previous page). When applying, **an initial Travel Cost Questionnaire** will be required to be completed with **evidence of your intended travel based on the cheapest weekly fare from your enrolled address**.

**Essential Course Costs** will be considered after a **Course Cost Questionnaire** has been completed and **proof of purchase has been uploaded to the Pay My Student Portal**.

## UNSUCCESSFUL APPLICATIONS & APPEALS

If your application is unsuccessful, an email will be sent explaining the reasons why it was declined.

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

**Free College Meals** are available for economically disadvantaged students in receipt of, or having parent/carers who are in receipt of, one or more of the following benefits:

- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999

**Households in receipt of the following benefits may also be entitled to a meal:**

- Income related Employment and Support Allowance
- The guaranteed element of Pension Credit

Eligible students will receive a **daily allowance of up to £5** for meals taken in the College Canteen / Café on days of college attendance. Students will also be able to claim their daily FCM allowance when on T Level Placement, In-person Work Experience and Trips which take place on a college day.

Students receiving Free College Meals may also request reimbursement of their UCAS Application Fee.

## APPLICATION PROCEDURE

**Apply online** for **Free College Meals** via our Pay My Student Portal found on the college website under: **Admissions / Student Finance / Apply for Financial Support 2026/2027**

[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 **Collyer's Student Travel Award** via our Pay My Student Portal found on the college website under: **Admissions / Student Finance / Apply for Financial Support 2026/2027**

[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 continue in learning, you could be eligible for help with your childcare costs through the **UK Government Care to Learn** scheme. 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)

**Apply online** for **Care to Learn** funding via our Pay My Student Portal found on the college website under:

**Admissions/Student Finance/ Apply for Financial Support 2026/2027:**

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

## contact us / further help

### EMAIL & WEBSITE

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

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

- Student Financial Support and Travel Guide
- **Online application portal** for Financial Support.  
The online application form covers **all aspects of financial support**:  
**16-19 Bursary / Free College Meals / Student Travel Award / Care to Learn**

[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)



**16-25  
Railcard**

## 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, featuring a green circle with a white double-headed arrow and the text "SOUTHERN" in white on a black background.

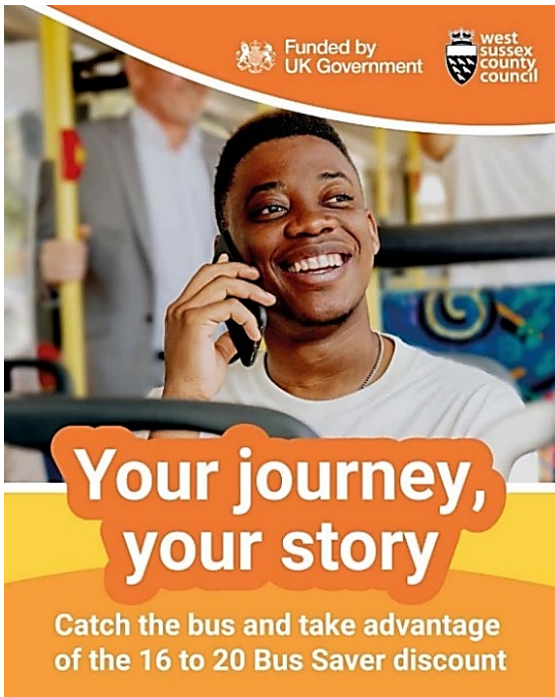
**SOUTHERN**

[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

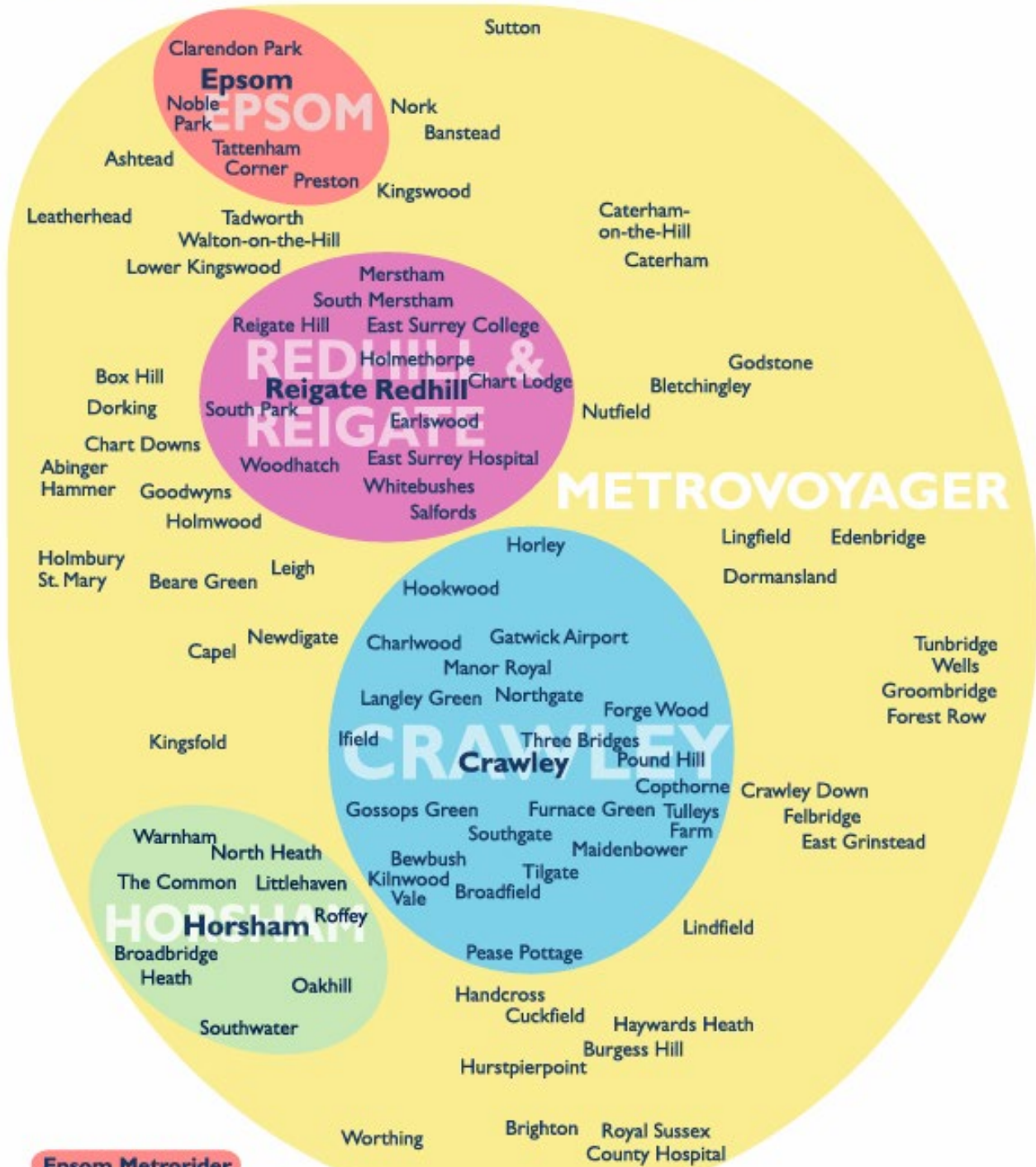
## UK GOVERNMENT BUS FARE CAP

A **£3 bus fare cap on a single bus ticket** is in place until at least **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



**Epsom Metrорider**  
Unlimited travel in the peach zone.

**Horsham Metrорider**  
Unlimited travel in the green zone.

**Crawley Metrорider**  
Unlimited travel in the blue zone.

**Redhill & Reigate Metrорider**  
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.

## 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**.

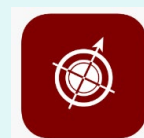
This is a dedicated service for **Collyer's students only**.

- **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**  
**26/27 Fares:**

- Rustington - £5.00 per journey
- Worthing / Findon areas - £4.50 per journey
- Washington / Ashington - £4.00 per journey



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

<b>Rustington Sainsbury's (Bus Stop)</b>	0655
Broadwater (First bus stop opp Starbucks)	0710
Worthing Hospital, Lyndhurst Road	0715
West Worthing Railway Station	0720
Durrington-by-Sea Railway Station	0730
Kipling Avenue/Boxgrove Parade	0735
Patcham/Clapham	0740
Findon, Black Horse Pub	0745
Findon, Gunn Inn Pub	0746
Washington, Birchwood KIA	0755
Ashington, Rectory Lane	0801
<b>Collyer's College</b>	0826

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

<b>Collyer's College</b>	1630
Ashington, Rectory Lane	1650
Washington, Birchwood KIA	1655
Findon, Gunn Inn Pub	1705
Findon, Black Horse Pub	1706
Broadwater (First bus stop opp Starbucks)	1711
Worthing Hospital, Lyndhurst Road	1715
West Worthing Railway Station	1720
Durrington-by-Sea Railway Station	1730
Kipling Avenue/Boxgrove Parade	1735
Durrington, Centenary House	1740
<b>Rustington Sainsbury's (Bus Stop)</b>	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**. **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 Team.



**Please note:** You must ensure that your vehicle 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.

# 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.

**The college is unable to offer on-campus parking permits to students. However, where there are extenuating circumstances (eg disability or caring responsibilities) and a need for on-site parking, requests will be considered by the Vice Principal (Pastoral).**

# 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**

[STUDENTSERVICES@COLLYERS.AC.UK](mailto:STUDENTSERVICES@COLLYERS.AC.UK)

THE  
COLLEGE  
OF  
RICHARD  
**COLLYER**

**01403 210822**

[ADMIN@COLLYERS.AC.UK](mailto:ADMIN@COLLYERS.AC.UK)

[WWW.COLLYERS.AC.UK](http://WWW.COLLYERS.AC.UK)

HURST ROAD  
**HORSHAM**  
WEST SUSSEX  
RH12 2EJ

JUNE 2026