

## **EASTERN EDUCATION GROUP**

### **Finance Information and FAQ's 2024/2025**

For the students time at College the Trust reserves the right to implement charges to cover a variety of educational additional services such as, but not limited to, the following:

Work experience – covers DBS charge and work placement check and other required resources or training depending on placement • Trips – charged at cost (see below for further details) • Subject materials/equipment – charged at cost (see below for further details) • Exams – remarks and resits – charged at cost (see below for further details) • UCAS fee – charge for college reference and support • Printer credits (see below for further details)

The Finance team process these various payments and can offer guidance to students in relation to them. If at any time you have problems paying for anything related to your studies please contact the finance team as detailed at the end of this document.

#### **What payment methods are available?**

- Our preferred method of payment is through our online shop accessible via the college website

#### **What costs are associated to my course?**

Please refer to the curriculum area responsible for your specific studies, they will be able to advise you of associated course costs, payment terms and dates. Items will be published on the shop when they become available.

#### **How do I pay for lunch?**

To purchase from the catering facilities at college you can either load catering credits onto your ID card or pay by debit/credit card. Our catering teams will provide details of how to do this.

When you take your required items to the till your ID card will be swiped and funds will be deducted from your account balance.

#### **How do I pay for trips?**

You will be notified of any trips relevant to your studies by the curriculum area along with the individual payment terms and dates.

#### **How do I pay for exams?**

The Exams team will notify you of any exam fees due along with the individual payment terms and dates. All exam fees will be published on our online shop.

#### **How do I pay for printing?**

Printing credits are available online through our online shop. Printing credits are loaded onto the ID card which will then need to be swiped at a printer for documents to be printed/copied.

**We do not refund printing credits so please ensure that you use your balance prior to the end of your course.**

### **How do I pay for course equipment or materials?**

Your curriculum area will notify students of resource requirements along with the individual payment terms and dates. Items will be published on our online shop. If you wish to take music tuition, information will be given by your teacher and any additional payments will need to be made directly to the tutor concerned.

### **Are there costs associated with work experience placements (One Sixth Form College only)?**

Students will need to pay a fee to enable work experience to be attended as external work environments must have mandatory suitability and health & safety checks to ensure all necessary risk assessments and liability insurance is in place with employers before a student's placement commences.

In addition, some placements will also incur an application fee to the Disclosure & Barring Service (DBS) in relation to certain employment placements (i.e. work activities relating to children & adults within the meaning of Part 1 of Schedule 4 to the Safeguarding Vulnerable Groups Act 2006) being a mandatory legal requirement for criminal record checks to enable students to attend work experience. Any work experience placement with activities which falls within the regulated categories will be advised by the college to specific students in order for you to be individually aware of the need to purchase this additional item.

### **What is the online shop?**

The online shop is our preferred method of payment for all your purchasing requirements whilst at college. To access the shop please see the college website for more information.

### **How are refunds actioned?**

If you are due a refund the finance team will process your refund through the online shop.

### **Can I get financial assistance to help pay for travel, course equipment, materials, trips and work experience?**

You could be eligible for a bursary to help with education related costs if you are aged 16 to 19 and studying at school or college (not university) in England. A bursary is money that you can use to support your education costs such as paying for trips, work experience placements and other equipment for your course in addition to transport costs. Please see the college website or the Student Welfare team for more information.

Any other finance queries email:  
finance@suffolkone.ac.uk or  
finance@abbeygatesfc.ac.uk

## **EASTERN EDUCATION GROUP**

### **Student Welfare - Bursary Information and FAQ's 2024/2025**

The team manage the distribution of the Bursary Scheme to eligible students. If at any time you have problems paying for anything related to your studies please contact the team as detailed at the end of this document.

#### **Can I get Free School Meals?**

If you received free school meals in your previous school you should continue to receive these at college, please refer to Suffolk County Council's website regarding new applications [www.suffolk.gov.uk/freeschoolmeals](http://www.suffolk.gov.uk/freeschoolmeals). Out of county students will need to reapply through Suffolk County Council.

#### **What is the 16-19 Vulnerable Bursary Scheme?**

This is a bursary for vulnerable young person(s) who may be studying full-time on a course and is:

- a student either in or who has recently left local authority care
- a student who is receiving income support or universal credit in their own name
- a student who is in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living or Personal Independence Payments in their own right

#### **What is the 16-19 Discretionary Bursary Scheme?**

If you are a student living with family, you could get a discretionary bursary if you need financial help. The Trust has set criteria for eligibility for discretionary bursary awards, please see our website for further details.

#### **What is the Care to Learn Scheme?**

The Care to Learn Scheme is for students who are also a parent aged under 20 at the start of your course. Eligible students can receive financial help with their childcare costs whilst studying. The scheme is available for publicly funded courses in England. You must be aged under 20 at the start of your course and be the main carer for your child. Childcare providers must be registered with Ofsted. Find more information here [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

#### **When do I apply for the Bursary?**

We recommend applying for a bursary as soon as possible in order to have support in place as quickly as possible for when the term starts.

#### **How do I apply for a Bursary?**

Applications to be made through the college website. Here you will find the application form and bursary statement that contains further details of the scheme.

#### **Are there any threshold limits regarding applying for the Bursary?**

The Discretionary fund is primarily based on the level of household income (including all benefits) up to £30,000

### **What evidence is required for a Bursary?**

This can be different for each applicant depending on circumstances. Guidance can be found on our website within the bursary statement:  
[www.suffolkone.ac.uk/information/finance](http://www.suffolkone.ac.uk/information/finance).

### **When should Bursary evidence be provided?**

Once you have submitted your application evidence will need to be emailed to [bursary@suffolkacademiestrust.ac.uk](mailto:bursary@suffolkacademiestrust.ac.uk). Missing information will delay processing.

### **How/when do I know if I am eligible for a Bursary?**

The team will send confirmation (usually via email to students) to advise the status once eligibility is confirmed. Non-successful students will not be contacted.

### **What conditions are students governed by for continued Bursary support?**

Students are required to meet targets associated with attendance and study progression which will be monitored termly to assess if support will continue for the next term.

### **How do Bursary funds get paid?**

Bursary funds will be paid direct to the student bank account monthly.

### **How do I get in contact with the bursary team?**

Queries about the bursary scheme email [bursary@suffolkacademiestrust.ac.uk](mailto:bursary@suffolkacademiestrust.ac.uk)