



Applying for Financial Support

Step 1: Access Applicator via the following link: <https://capacollegebursary.applicaa.com>

Step 2: Create an account using your **CAPA College email address** that you will have created at your enrolment appointment

Step 3: Upload all the relevant documents and evidence to the portal

Step 4: Complete a New Student Bursary Form and / or a Free Schools Meal Bank Details Form and hand back to the finance team or email to bursaryawards@capacollege.co.uk. These can be collected at your enrolment appointment or from student reception throughout the term.

Step 5: Once all your information has been submitted it will go to the CAPA College finance team for approval. You will get an email when this has been approved.

For any other advice or information please contact the bursary team on:

bursaryawards@capacollege.co.uk

Please note:

- all applications for financial support must be processed via Applicaa.
- Proof of eligibility is required. This must be uploaded to the Bursary Portal for verification and approval. We cannot approve financial support without the correct official proof.
- All Bursary claims must be supported by receipts. These must be uploaded to the Bursary Portal for verification and approval. We cannot make bursary payments without valid receipts.
- Bursary payments cannot be paid if a student's attendance drops below 95% or if they reach Stage 3 of the Behaviour Matrix
- Full details are included in the CAPA College Bursary Policy. Please read this carefully

Bursary Support Overview 2024-2025

		Statutory	Band 1	Band 2	Band 3
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Eligibility		Students who:	Students who:	Students who:	Not means tested
		<ul style="list-style-type: none"> are in care care leavers receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right 	have a total annual household income of less than £16,190	have a total annual household income of between £16,190 and £19,000	Student who: pay over £6 to/from CAPA College each day on public transport
Financial Support	£1200 Statutory Bursary payment	Yes £200 per half termly	X	X	X
	Free School Meals at £3.50 per college day	Yes	Yes	Yes	X
	Public Transport costs to/from college	As per Band 3	50% contribution Capped at £400 per year <i>*Students may claim travel costs under Band 3 if this is more beneficial for them</i>	25% contribution Capped at £400 per year <i>*Students may claim travel costs under Band 3 if this is more beneficial for them</i>	A contribution towards the cost of transport equivalent to the difference between £6 and the total cost of daily travel. Capped at £200 per half term
	CAPA College Equipment list costs	50% contribution Capped at £150 per year	50% contribution Capped at £150 per year	25% contribution Capped at £100 per year	X
	Laptop	Free loan of a laptop during time studying at CAPA College <i>The laptop will be of a specification to suit the requirements of your Pathway</i>	Free loan of a laptop during time studying at CAPA College <i>The laptop will be of a specification to suit the requirements of your Pathway</i>	Free loan of a laptop during time studying at CAPA College <i>The laptop will be of a specification to suit the requirements of your Pathway</i>	X
	UCAS and Audition costs	A contribution towards Capped at £100 (Year 2 only)	A contribution towards Capped at £100 (Year 2 only)	A contribution towards Capped at £100	X
	CAPA College organised trips	Free of charge up to a value of £100 per year	Free of charge up to a value of £100 per year	50% contribution. Capped at £100 per year	X
	CAPA College Merchandise	Free of charge: 1 hoody/sweatshirt & 2 t-shirts per year	Free of charge: 1 hoody/sweatshirt & 2 t-shirts per year	50% contribution	X
	121 Music lessons	Free lessons for one instrument (singing, keyboard or guitar)	Free lesson for one instrument (singing, keyboard or guitar)	50% contribution	X