



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

