
Financial Support at Sixth Form College

Travel Support

Bus Travel – Smart Pass

- You'll get a monthly transport payment in your bank account
- This is the account that you have added on your Financial Support application.
- Use this to buy a Smart Month bus pass:
 - **Under 19?** Buy a **Child Smart Ticket**.
 - **19 or over?** Buy an **Adult Smart Ticket**.
- It's your job to buy the correct ticket.
- Keep your receipts/tickets – you might be asked to show proof on the bus

Bus Travel – First Bus Pass

- Go to the **Financial Support Desk** at college..
- You will be issued a **First Month Pass**.
- It is your responsibility to go back to the desk before your current pass expires to be issued with a new pass.

Train Travel

- You must have chosen train travel on your bursary application form.
- You'll get a monthly transport payment to buy your train ticket.
- If you're eligible for a **16–17 Railcard**, the cost will be included in your first payment which you will need to buy before purchasing your train ticket.
- Keep your receipts – you might need to show proof on the train

For more information please visit : <https://www.stokesfc.ac.uk/travel-information>

Free College Meals

- If you are eligible for Free College Meals - **£5.00** will be added to your college ID card every day at 7am.
 - Unused money is taken off at 4pm and does not carry over to the next day.
 - Use it in the Food Hall or Costa Café.
 - Swipe your college ID card at the till to purchase your food/drink
 - Check your balance at the Financial Support Desk.
 - Forgot your college ID card? Go to the Financial Support Desk.
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DBS Checks

- If your course needs a DBS check for work placement/experience, we can pay for it.
 - Talk to your teacher or Industrial Placement Officer if you require a DBS check
 - we can refund you once you have paid for it
 - Email or bring your receipt to the Financial Support Desk.
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Music Tuition

- Speak to your music teacher.
 - We can cover the cost of your music tuition for this academic year for one instrument only
 - Payment is made directly by the college.
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Sports Kit / Workwear/Uniform

Sports Kit

- If you're studying a Sports course or are part of the Performance Academy for Netball or Basketball and need to purchase a sports kit, your Financial Support will cover the cost.
- Simply complete an order form and bring it to the Financial Support Desk. We'll authorise the payment and place the order for your kit.

Workwear/Uniform

- If your teacher tells you that your course requires specific clothing, footwear, or a uniform for a placement or work experience, they will arrange the order for you.
 - Your Financial Support will cover the cost.
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Course Equipment (Books, Calculators, etc.)

- If your teacher asks you to buy a specific book. As a bursary student:
 - Your teacher will order it for you.

- You can then collect it from them when it arrives.
 - Your Financial Support will cover the cost.
- You must return all books at the end of your course so others can use them.

Already Bought a Book?

- We will refund your payment for books deemed essential for your course.
 - Email or bring your receipt to the Financial Support Desk.
 - If your teacher confirms payment, we'll refund you.
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Educational Visits

- If your teacher plans a trip:
 - You will be told if you need to pay anything – as not all trips are free
 - If you do need to pay for the trip you will need to e-mail us financialsupport@sfc.potteries.ac.uk and your Financial Support can pay for it
 - Once the payment has been made your parent/guardian gives consent for the visit on parent pay
 - If you get free meals and it's a full-day trip, tell your teacher in advance so food can be arranged.
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University Visits

- We can help with travel costs for:
 - **Open Days**
 - **Applicant Days**
 - **University Interviews**

Travelling by Train

- Advance tickets: We can book them for you – a minimum of 5 working days' notice is required
- Less than 5 working days, you will need to pay and claim a refund as detailed below.
- We can only book your train tickets, so if someone is going with you, they will need to book their own.
- Tickets will be emailed to your college email.
- Bought your own ticket? We can refund you (just your ticket) – email us at bursary@sfc.potteries.ac.uk a copy of your ticket showing the stations and university info.
- Check if the university offer free transport from the station – some universities offer transport to the campus from the station if not you will need to get a bus – save your ticket and we can refund this too.

Travelling by Car

- You can claim back mileage after the university event.
 - We will need to know if you travelled by petrol/diesel or electric car.
 - We will calculate the milage (45p per mile for petrol/diesel 9p per mile electric)
 - Email proof of attendance and event details to the bursary email financialsupport@sfc.potteries.ac.uk
 - Once the information has been checked we can make payment.
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Work Experience

- You can use your financial support-funded bus/train pass for travel.
 - If you do not receive transport through financial support (as you live closer than 1 mile from college) we can provide you with transport to get to your work placement.
 - If you get free meals, speak to the Industrial Placement Team before your placement to arrange food payments.
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UCAS Application Fees

- We'll pay for your UCAS application directly.
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Exam Resits

- If your teacher approves an exam re-sit, we'll pay but you will need to contribute £10.00 towards the costs, payable via Parent Pay.
 - Exam remarks are not covered – you'll need to pay for those yourself.
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Laptop Loans

- You can loan a laptop from the Lapsafe lockers around college – free of charge
- You can also loan a laptop to for up to 72 hours if required.
- You're fully responsible for it – you'll sign a digital agreement when you borrow one

The following financial support applies to this academic year only – you will need to re-apply for your support every year.

If you need to contact us - financialsupport@sfc.potteries.ac.uk
