Bursary Policy

1. Overview and Scope

1.1 Eat That Frog Group (ETFG) bursary funds are used to provide financial support to learners with a specific financial hardship that could prevent them taking part in or continuing in learning. The funds are administered in accordance with ESFA funding rules.

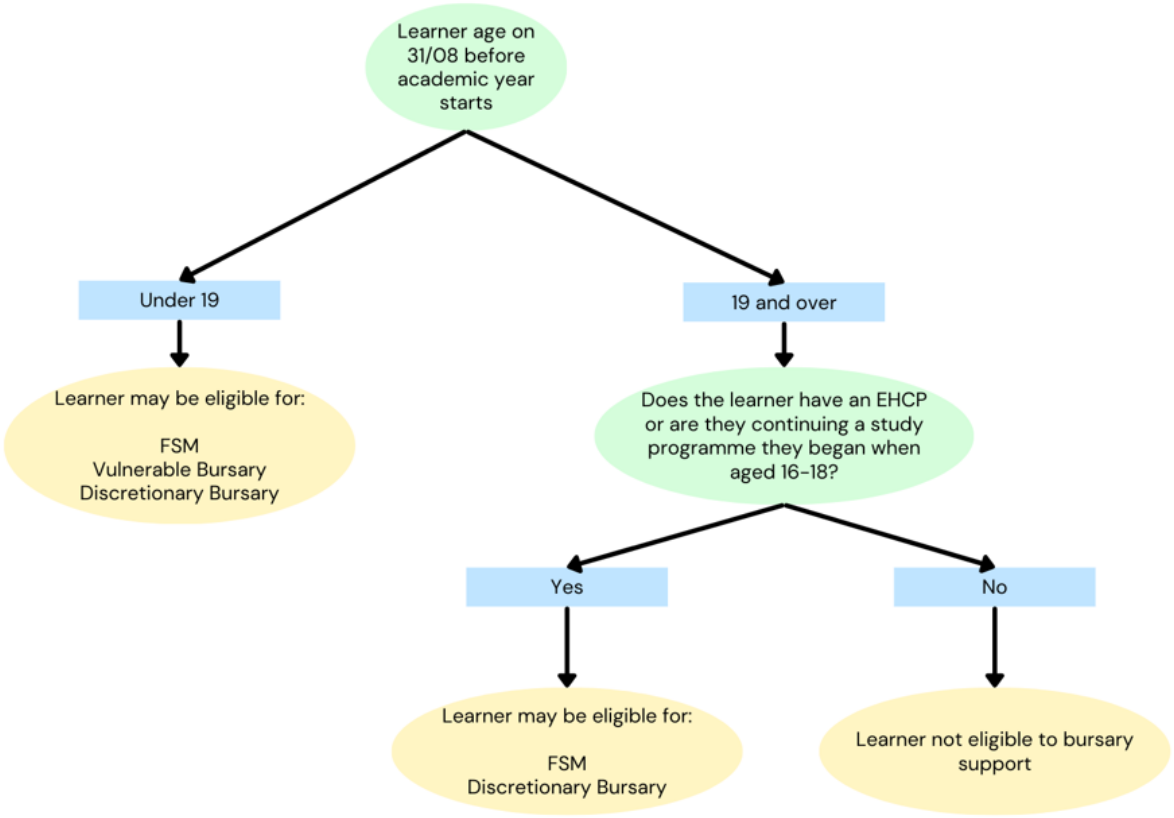
2. Bursary Options

2.1 ETFG administers the following bursary funds:

- 16 – 19 Discretionary Bursary Fund - to help with the cost of transport, meals, books, uniform and equipment
- Vulnerable Bursary Fund
- Free School Meals (FSM)

2.2 The specific eligibility criteria are detailed in the bursary application form.

3. What might the learner be eligible for?



4. How much bursary funding is available?

4.1 ETFG receive an allowance for the Discretionary Bursary and Free School Meals but this changes on an annual basis.

4.2 Bursary funding needs to be split across all the relevant applicants, so a learner may not receive 100% contribution towards their costs

4.3 If ETFG are oversubscribed for Free School Meals, any additional funding required will be drawn from the Discretionary Bursary fund.

4.4 For vulnerable bursaries, ETFG apply for funding on a learner-by-learner basis. The maximum funding is currently £1,200 per learner, based on the length of the course and the value of the learner's costs.

5. Evidence

5.1 ETFG require supporting evidence for each section of the bursary form to assess eligibility and award a fair portion of the funding pots to each applicant.

6. Timeline

6.1 Bursary forms are sent to each post 16 learner through their learner pack shortly after their place has been confirmed. This bursary policy and the supporting bursary form should be included in the Learner pack in the staff portal under Centre Resources > Post 16 Documents > Learner Pack.

6.2 The forms are also available for learners through our website under the Post 16 > Policies heading

6.3 Learners should aim to return their completed application form, along with all the supporting evidence as soon as possible. This should all be scanned and sent through to accounts@eatthatfrog.ac.uk

6.4 Once this has been received, this will be assessed, and any applicable funding will be awarded accordingly. The learner will receive an email to their ETF email account to confirm whether their bursary application has been successful and how much they might expect to receive.

6.5 ETFG aim to respond to all bursary applications within 1 month from receiving all the relevant documentation. All bursary funding awarded will be backdated to the start of the academic year, start of the learner's course or the start of the term in which all evidence was provided – whichever is later. So it's important to submit evidence promptly

7. Change of Circumstance

7.1 Learners are requested to disclose any change of circumstances during the year that may affect their eligibility for bursary funding. If a student leaves before the end of their course they may be required to repay their award or return any equipment purchased from bursary funding.

8. Appeals

8.1 Learners have the right to appeal by contacting accounts@eatthatfrog.ac.uk.

8.2 Appeals must be made within 10 days of receipt of the award notification.

8.3 The appeal should set out their reasons and include any supporting evidence.

8.4 A response will be provided within 10 working days of the receipt of the appeal.

8.5 Learners who are not satisfied with the outcome of their appeal should refer to Eat That Frog's Complaints Policy.

9. Administration of this policy

9.1 The Finance department is responsible of the administration of this policy. If you have any feedback, please contact accounts@eatthatfrog.ac.uk

9.2 This policy is reviewed annually.

Date	Version	Details of the change	Agreed by
Mar 2025	25.03	Reformatted. Changed "We" to "ETFG" throughout	Board

		6.1 Updated re how learners get the forms via the learner pack 6.2 Updated re how learners can access the forms after this via the website 6.3 added an email address for the bursary funding paperwork and evidence to be sent to	
May 2025	25.05	6.5 added that funding may only be backdated to the start of the term in which the evidence was provided – this is to ensure that evidence is provided promptly.	Board
Nov 2025	25.11	No changes	Board
Next review July 2026			