



Applying for Financial Support



Step 1: Access 'Applicaa' via the following link: <https://capacollegebursary.applicaa.com> or use this QR code

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 on our website. Please read this carefully



Bursary Support Overview 2025-2026

	Band 1	Band 2	Band 3
Eligibility	Students who qualify for statutory free school meals using the following criteria: Income Support Income-based Jobseeker's Allowance Income-related Employment and Support Allowance Support under Part VI of the Immigration and Asylum Act 1999 The guaranteed element of Pension Credit Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)	Students who: have a total annual household income of between £16,190 and £30,000	Not means tested Student who: pay over £6 to/from CAPA College each day on public transport
Free School Meals at £4 per college day	Yes	Yes	X
Public Transport costs to/from college	50% contribution Capped at £400 per year *Students may claim travel costs under Band 3 if this is more beneficial for them	25% contribution Capped at £400 per year *Students may claim travel costs under Band 3 if this is more beneficial for them	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	25% contribution Capped at £100 per year	X
Laptop	Free loan of a laptop during time studying at CAPA College The laptop will be of a specification to suit the requirements of your Pathway	Free loan of a laptop during time studying at CAPA College The laptop will be of a specification to suit the requirements of your Pathway	X
UCAS and Audition costs	A contribution towards higher education application costs Capped at £100 (Year 2 only)	A contribution towards higher education application costs Capped at £100 (Year 2 only)	X
CAPA College organised trips	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	X
121 Music lessons	Free lesson for one instrument (singing, keyboard or guitar)	50% contribution to lesson costs	X

Bursary for students in vulnerable groups

You may be able to get a bursary if at least one of the following applies:

- you're in or you recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Please contact the finance team if any of the above applies to your circumstances.