

Advanced Learner Loan Bursary Guidelines

2019–20

Contents

3	Introduction
4	What can the bursary fund cover?
4	Travel support
4	Childcare support
5	College meals
5	Support for uniform and kit costs
6	Evidence required to support your bursary application
7	Local authority travel support
8	Travel discounts
11	TOTUM - NUS extra card
12	Other Sources of Funding Care to Learn Grants
14	Frequently asked questions
15	Financial support appeals process
16	Useful contacts

Introduction

The information in this booklet is for students who will be aged 19 or over on 31 August 2019 and who have paid for their course with an Advanced Learner Loan. If you are 19+ and did not pay for your course with an Advanced Learner Loan, please see the 19+ Bursary Guidelines. If you will be 16, 17 or 18 on this date please see the Bursary Fund Guidelines for 16-18 year olds.

Here is a summary of funds that may be available to you.

Travel

If your family income is less than £35,000 and you live more than 2.5 miles away from your campus, the College may be able to help you with this cost. See page 4 and 7 for more information.

Kit and uniform

Some courses require a kit or a uniform. If you are studying a course with one of these costs and your household income is less than £35,000 per year, you can apply for a contribution towards these costs.

College meals

We are able to support you with college meal contribution of £2.41 a day while you study. You will need to provide evidence that your household income (work-related earnings and benefits) is less than £35,000 before tax.

Care to Learn

If you are a young parent aged 19 or under when you start your course, Care to Learn may be able to help you to pay for your childcare costs. Please see page 12 for more information.

Childcare

If you are 20+ and your family income is less than £35,000, the College may be able to help you with these costs. See page 4 for more information.

Important information

Funding is only available to learners who have been awarded an Advanced Learner Loan for the 2019/20 academic year. You cannot apply for this bursary if you have not successfully applied for a loan.

Funding is limited and offered on a strict first come, first served basis. Whilst we aim to help all eligible learners, this may not always be possible. Please also be aware that any funding awarded by the College may not cover 100% of your costs. If your application is successful you will be awarded from the date it is received by the College.

The application asks for personal and financial information. You sign the application form to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information you may have your funding withdrawn and you may also be asked to return any funds you have received.

You will not receive an Advanced Learner Loan award from the College if any of the following categories apply to you:

You are under 19 years old on 31 August 2019.

You have any outstanding debts to the College.

You cannot provide evidence to show that you have been awarded an Advanced Learner Loan for the academic year 2019/20.

You are receiving funding for a Higher Education course.

You are on an apprenticeship.

You are on an Adult & Community Learning course.

You are an offender who is:

- are serving a custodial sentence
- have been released from a custodial sentence on temporary licence
- have been remanded to a secure institution

Absence

There may be occasions where an absence becomes unavoidable and it is important for you to let us know.

Visit gbmc.ac.uk for more information about how to report any absences.

Please note

All bursary payments are made on the basis of excellent attendance and behaviour.

Only authorised absence will count towards your attendance.

If your attendance falls below 85% then your monthly payment may be cancelled. Should there be no improvement, this may lead to the cancellation of your entire award.

Any unauthorised absence is subject to a referral process.

Any award refused will be communicated to you via email.

Any cancelled payments due to failed attendance will be communicated to you via text.

What can the bursary funds cover?

The purpose of a bursary is to provide financial support to students who are in financial hardship and would find it difficult to meet the costs associated with studying a Level 3 or Level 4 Further Education course. The College has a responsibility to ensure that this money is targeted at those students deemed by the government to be in most need. The bursary fund is limited and does run out so you should apply as early as possible.

The Advanced Learner Loan will cover your tuition and exam fees.

Travel support

If you are not eligible for travel support from your local authority (please see page 7 of the booklet), you can apply to the College for help if:

Your household income is below **£35,000** for work-related earnings and benefits (before tax)

And

You travel more than 2.5 miles to get to college. We will check the distance from your home address to college using Google Maps.

Travel support is awarded on a discretionary basis and is not an automatic entitlement. Funding is limited and offered on a strictly first come, first served basis. Whilst we aim to help all eligible learners, this may not always be possible. Please note that the maximum amount of weekly travel that can be funded by the bursary is £50 and we may not be able to fund your preferred means of transport.

If you are awarded travel support from the College, we will estimate your weekly cost of travel based on the cheapest form of public transport. The college will expect you to access local travel discount schemes and your award will reflect this. We will then make payments to you on a monthly basis.

The maximum weekly amount that can be awarded towards travel costs from the bursary fund is £50.

Please note

If you have submitted your application prior to September, your first payment will not be received until the end of September. You will have to cover the first 2/3 weeks of travel yourself. Travel will be backdated to cover this period if your application is successful. Payments will then be at the end of each month thereafter.

If you are not eligible for support from either the local authority or the College, you still may be able to travel at a discounted student rate. Please see page 8.

Childcare support

If you are 20+ years in age you are eligible to apply for childcare support. If you are aged 19 as at 31 August 2019, please apply for Care to Learn, for further details. For further details, please see page 12.

The College does not have a childcare facility. For details of childcare providers in Brighton and Hove, please contact the Family Information Service on 01273 293545. Or familyinfo@brighton-hove.gov.uk

For details in the Worthing and Shoreham areas, please contact West Sussex County Council on 01243 777807. Or family.info.service@westsussex.gov.uk

We can only award childcare for Ofsted registered providers.

The MET takes no responsibility for the quality of care provided.

The maximum award we can provide for childcare costs is £5,000 per academic year per student, not per child. Childcare assistance is only available for the time you spend in timetabled classes during term time at college – not half term, Christmas, Easter and summer break.

To apply for childcare you need to complete section 6 of the bursary application yourself and get your childcare provider to complete section 7.

It is your responsibility to inform us if your timetable changes or if your weekly childcare costs increase or decrease. We cannot guarantee that we will be able to meet rises in costs throughout the year – our ability to meet any increases will depend on the funds we have available at the time. If you fail to inform us of any changes you could be asked to pay back any overpayments.

Early years free entitlements (Government funded hours)

If your child is aged between two and four you may be eligible for free early education. All three and four-year-olds in England are entitled to 15 hours of free education each week for 38 weeks of the year and some two-year-olds are also eligible. Full information is available on gov.uk/free-early-education. **If you are eligible for early years free entitlement we expect you to use this first.** The bursary fund will cover the balance for you up to £5,000.

Please note

Childcare payments will be paid directly to the student and not the childcare provider.

Please note

Payments will depend on your attendance at college. You will be expected to attend a minimum of 85% of your timetabled classes. If you withdraw from the course, or have any payments declined due to poor attendance, the College will take no responsibility for the payment of any outstanding fees to childcare providers.

College meals

We are able to support you with college meal contribution of £2.41 a day while you study. You will need to provide evidence that your household income (work-related earnings and benefits) is less than £35,000 before tax.

Support for uniform and kit costs

If you are studying a course which requires you to buy a uniform and/or kit, you can apply for support with these costs if your household income is below £35,000 (before tax).

Please note

You must purchase your own kit first.

Some kit costs can be expensive and the maximum contribution the bursary fund can make is £400.

If you are studying a hair, beauty or catering course, please contact the department for guidance regarding the purchase of your kit.

Please submit your receipts for any essential kit items that you have purchased. Once received, we will be in a position to reimburse you, providing your application is successful.

* We will only cover specialist kit/equipment that is deemed essential by the curriculum area, not general stationery items.

Please refer to the course kit lists on our website: gbmc.ac.uk

Evidence to support your bursary application

The College cannot accept any application for funding without the required evidence and all sections completed. See the table below for information of what you should submit with your application. We also request that you supply us with photocopies as we need to keep copies of any evidence with your application. We do not return evidence automatically. Please see the table below for information on which sections you should complete.

Evidence required	
<p>List of accepted evidence of means tested benefits – all pages must be supplied.</p> <p>A letter confirming that someone in the household is in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Housing Benefit • Employment Support Allowance (WRAG) • Job Seekers Allowance • State Pension Credit • Tax credit award 2019/20 (with an annual household income of below £35,000) • Universal Credits 	<p>List of accepted evidence for annual household income of below £35,000</p> <ul style="list-style-type: none"> • P60 from the 2018/19 tax year or • Pay slips covering the last three months or • Tax return from the 2018/19 tax year or • Accountant's letter confirming income during 2018/19 tax year
<p>All letters provided as evidence must be dated within the three months previous to you handing in your application. If this letter is more than three months old, please also submit a recent bank statement showing the benefit payment going into your account.</p>	<p>If you live with a parent(s)/guardian(s) or a partner, we need to see evidence from them as well as yourself.</p>
<p>List of additional evidence required for childcare from the student</p> <p>Copy of the child's birth certificate</p> <p>or</p> <p>Copy of child benefit letter – quoting the child's name</p> <p>or</p> <p>Copy of Child Tax Credits quoting the child's name</p>	<p>List of additional evidence required for childcare from the childcare provider</p> <p>Copy of the OFSTED registration document/certificate</p>
<p>If you do not hold a British passport you must also submit evidence of your status in the UK. This could be a passport, home office papers, IND card or your Immigration Status Document.</p>	

Travel support

Local authority travel support

East Sussex County Council, West Sussex County Council and Brighton & Hove County Council may be able to help you with the cost of travel if you are a Special Educational Needs & Disabilities (SEND) student.

In most cases, the student must be attending a full time course at the nearest or most accessible school or college to their home. If an alternative suitable course is offered by an FE provider nearer to their home, the student will not be eligible for support.

Please contact the local authorities for more information:

East Sussex

eastsussex.gov.uk/educationandlearning/schools/transport/free/apply/send/

Telephone: 01273 336740

Email: SEN.transport@eastsussex.gov.uk

West Sussex

westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-and-college-transport/apply-for-transport-to-school/post-16-and-college-transport

Telephone: 033 022 23588

Email: Post16Transport@westsussex.gov.uk

Brighton & Hove

brighton-hove.gov.uk/content/children-and-education/student-support-student-grants-loans/help-travel-and-living-costs-fe

Telephone: 01273 293552

Email: SEN.Team@brighton-hove.gov.uk

Travel discounts

We allocate funding based on daily/weekly ticket prices. You are free to purchase monthly or termly tickets to save money but we cannot change the payment date in order to accommodate a larger upfront payment.

Buses

Brighton & Hove Buses

If you are over 18 you can access student rate tickets on the bus by using the Brighton & Hove Buses app or keycard. You will need to have your college card with you when you travel.

At the time of going to print, a weekly student CITY Saver is £14.70 and a weekly student NETWORK Saver is £16. This compares to £21.90 and £23.90 respectively if you were to buy adult equivalent tickets.

Please visit their website for more information
buses.co.uk

Stagecoach

Student travel and Unirider tickets for Worthing and Brighton

An annual or termly Unirider ticket is available to all Brighton and Worthing students and can be purchased via the website stagecoachbus.com/regionaltickets/south/worthing-and-brighton/unirider

A seven-day mega rider ticket is also available.

For all ticket information please visit
stagecoachbus.com

or

call 0345 121 0190

Please note that if you are in receipt of a college bursary, travel is paid in monthly instalments.

Compass Buses

People aged 16 to 19 inclusive, who are in full-time education, are entitled to 25% off standard fares on production of an appropriate ID card. Acceptable forms of ID are Citizencards and Sussex Student Cards).

For more information visit
compass-travel.co.uk/concessionary-fares/

Telephone: 01903 690025

Email: office@compass-travel.co.uk

Metro Buses

Metrovoyagers give unlimited travel on all Metro buses. They are also valid on Brighton & Hove Bus Company bus services.

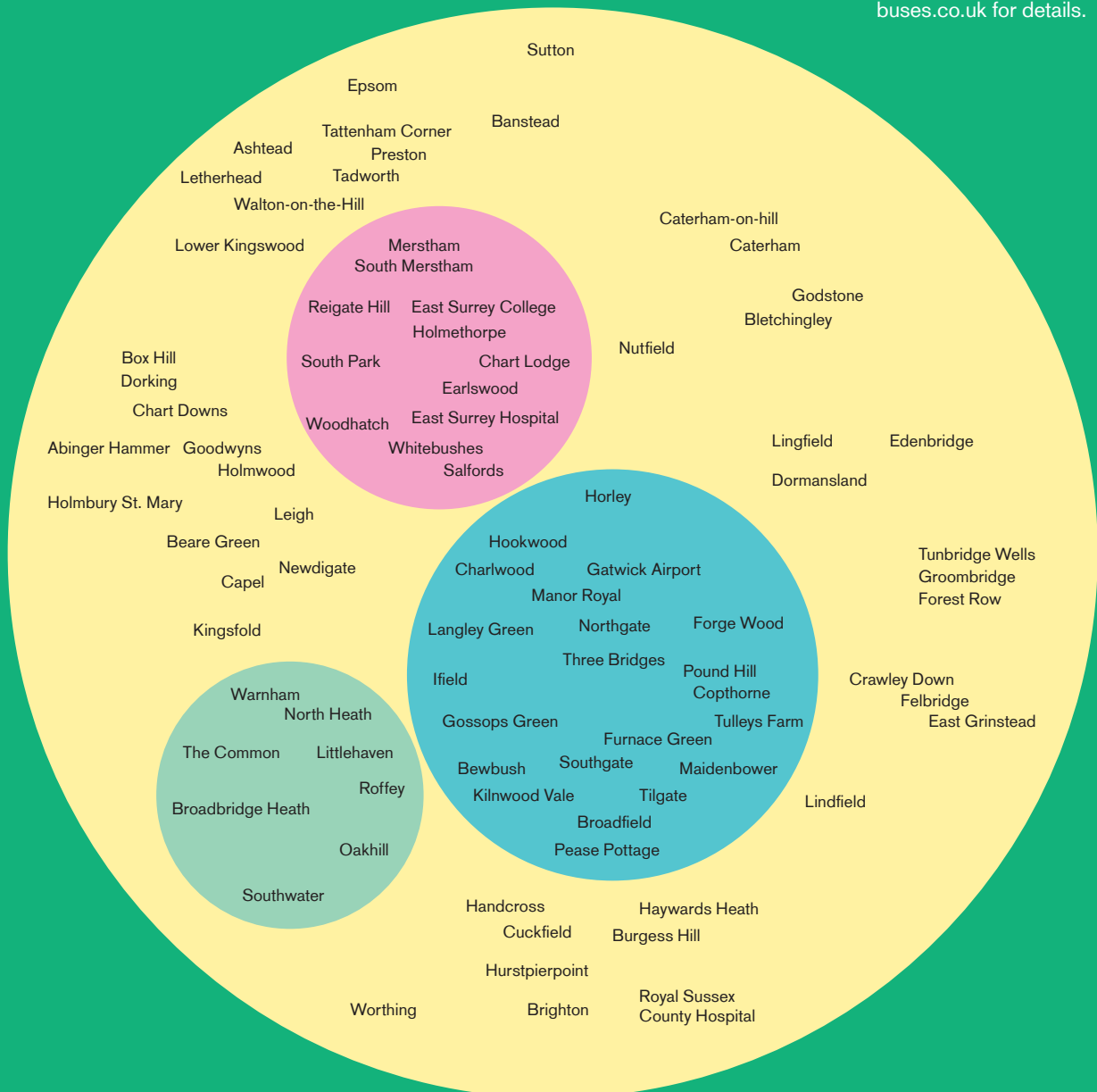
Full time students aged 16 or over can get 25% off adult fares if they have a keycard. This is free to get and you will need to take your college ID card or proof of enrolment as evidence. At the time of going to print, a weekly student Metrovoyager ticket on the Metro keycard is £19.30. This compares to £25.30 if you were to buy an equivalent adult ticket.

For more information visit:
metrobus.co.uk/new-student-ticket/

Metrorider and Metrovoyager Ticket Zones

Horsham Metrorider	Crawley Metrorider	Reigate and Redhill Metrorider	Metrovoyager
Unlimited travel in the green zone	Unlimited travel in the blue zone	Unlimited travel in the pink zone	Unlimited travel in all zones

Metrovoyager also gives unlimited travel on Brighton & Hove bus services. See buses.co.uk for details.



Travel discounts Continued

Trains

Sussex Student Card

This is for 16-19 year olds who attend college and live in East Sussex, West Sussex or Brighton & Hove.

The Sussex Student Card can get you a third off rail season tickets.

Download an application form from the West Sussex County Council website: westsussex.gov.uk or copies are available in the Student Centre (Brighton) or in Admissions (West Durrington).

You need to get the application form countersigned by the College to confirm that you are enrolled and attach a recent passport-style photograph and send it to:

Sussex Student Card, PO Box 212, Waterlooville, PO7 6ZN

You will receive the card by post at your home address.

Further Education Season Tickets

Brighton & Hove, East Sussex and West Sussex councils have negotiated a discount ticket scheme with Southern Railways that gives one third off the cost of daily travel by rail from home to school/college.

The discount applies to any train journey within the Southern Railways and Connex South Eastern areas. It also applies to season tickets of between one month and a year. You cannot use the card if it would bring your total cost below £30.80 per month.

To get the discount a student must have a Sussex Student Card (details above).

The card can then be used to buy discounted tickets via the Sussex Further Education Season Ticket website southernrailwaytickets.com. Tickets can only be bought online and will be sent by post. Tickets must be purchased a minimum of seven days in advance. You will need to apply earlier if during busy travel times (Christmas and Easter).

Young Person's Rail Card

The Young Person's Rail Card is a card for students aged between 16-25, or a mature student, over the age of 26 and in full-time education (over 15 hours per week for at least 20 weeks per year).

This card will save you 1/3 on most rail fares throughout Great Britain for a whole year. You can use it anytime on weekends, Public Holidays and during the week after 10am. The rail card costs £30.

Due to the restrictions on the rail card, it may not be the best option for travel to early classes but if you are applying for a Unizone ticket, you will also need to purchase a Young Person's Rail Card.

For more information

go to 16-25railcard.co.uk

Unizone

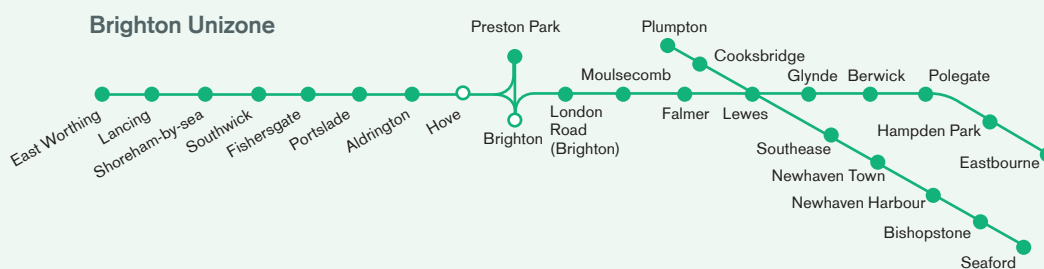
Unizone is a reduced-price season train ticket for students. It offers unlimited train travel in and around the Brighton and Worthing areas. To qualify for a Unizone ticket you must be a member of the National Union of Students and will need to present your valid TOTUM - NUS extra card, Young Person's Rail Card as well as your college card when purchasing tickets.

You can buy weekly, monthly or quarterly Unizone tickets at any staffed ticket office at a station in the Unizone area. You can add days or weeks to your quarterly ticket to match your term dates.

Unizone is not available as an annual ticket.

You cannot buy Unizone tickets online, at ticket machines or on the train.

Brighton Unizone gives you unlimited travel in the following area:



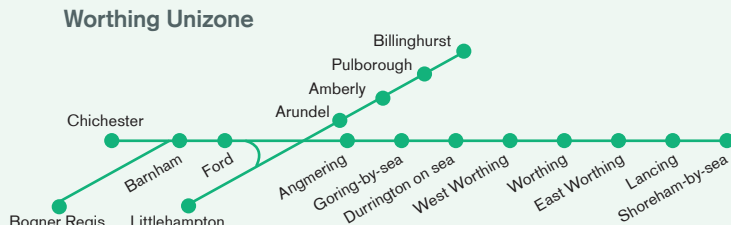
Prices:

Weekly: £17.90

Monthly: £68.80

Quarterly: £206.30

Worthing Unizone gives you unlimited travel in the following area:



Prices:

Weekly: £20.40

Monthly: £78.40

Quarterly: £235.10

The prices quoted above are correct, at time of print.
southernrailway.com/tickets/discounts-and-railcards/unizone

TOTUM - NUS extra card

This card offers various discounts on travel and in many shops, restaurants and entertainment venues across the city. You will need to check with your travel operator to get up to date information on the prices available for holders of a TOTUM - NUS extra card

Please see the website for more details nus.org.uk

Other sources of funding

Care to Learn – Childcare costs

If you are aged 19 or under when you start your course, Care to Learn can help pay for your childcare costs whilst you study.

Do I qualify for Care to Learn?

You can claim Care to Learn funding if you are living in England, and can answer “Yes” to the following questions.

Are you under 20 years old?

You must be under 20 years old on the day your course or learning programme begins. As long as you begin the course before you are 20, Care to Learn will contribute towards your childcare costs until the course has finished.

Are you caring for your own child or children?

You can claim Care to Learn either as the child's father or mother, as long as:

- the other parent is unable to provide childcare (because, for example, they are working)
 - the other parent is not claiming Child Tax Credit
- If you have more than one child you can get help for each of them.

Does your learning qualify?

To receive Care to Learn, the course you plan to study must receive some public funding. Most of the courses offered at the MET will be eligible for Care to Learn funding. If you are in any doubt, please contact the Bursary Department on 01273 667788 ext 474 or ext 394 for Brighton students and 01903 273014 for Worthing/Shoreham students or the Care to Learn Helpline on 0800 121 8989. Funding is for courses in England only.

Is your childcare provider registered with Ofsted?

You must use a childcare provider which is registered with Ofsted. Registration means that the childcare provider must meet certain standards so that it is safe and of an acceptable quality. Relatives will only be paid through Care to Learn if they are registered with Ofsted as a childminder.

If you are still unsure about whether you qualify, contact the Care to Learn Helpline on 0800 121 8989

How do I find suitable childcare?

Letting someone else look after your child can be a big step. Care to Learn helps by letting you choose the type of registered childcare that most suits you and your child. You can, for example, use Care to Learn to pay for childcare at any of the following places:

childminder

pre-school

playgroup

day nursery

out of school club

If you're unsure about what childcare to use, ask for advice from your support worker.

What does Care to Learn pay for?

Care to Learn will pay up to £160 per child per week to cover the cost of:

childcare while you learn, are on placement, doing private study or travelling to/from your childcare provider

a childcare taster and/or settling your child in before your learning starts

childcare fees you may need to pay during holidays

additional travel costs you may have to pay in order to take your child to the childcare provider

The childcare provider will receive payment direct from Care to Learn. Any funding to help with travel costs will be paid to the College who will arrange for the payment to be made to you. Care to Learn will check with the College that you have been attending regularly before they release any payments to you.

Will Care to Learn have any effect on my other benefits or allowances?

Care to Learn will not affect your own or your family's benefits or allowances. You do not have to be on benefits in order to claim it.

How do I apply for Care to Learn?

Apply for Care to Learn before the start of your course or as soon as possible after you start. If you apply after the start of your course, payments can only be backdated to the beginning of the course if your application is received within 28 days of the start date. For any applications received outside of this timeframe, payments will only begin from the Monday of the week Care to Learn receive your application. Also, make sure you begin learning before you reach your 20th birthday if you want to benefit from the scheme.

Applications are fast and easy online - however if you need help you can either:

Visit: The Student Centre Bursaries Department, Brighton MET, Central Campus or the Bursaries Department, West Durrington
Drop in times at both campus are 12–2pm Mon to Fri

Phone: (Brighton Students) 01273 667788 ext 474 or 394 (Northbrook/Broadwater/Shoreham Students) 01903 273014

Visit: gov.uk and search 'care to learn'.

For general information about who qualifies for Care to Learn, contact the Care to Learn Helpline on 0800 121 8989.

Summer retainers

The SBSS can pay a summer retainer to enable the childcare place to remain open over the summer holiday if:

the study lasts for more than one academic year

you are progressing onto a further course or onto university

To be eligible for a summer retainer in 2019 you must:

be on a course that has lasted for six weeks or more in the 2018 to 2019 academic year and that finishes no earlier than 25 May 2019

be continuing with the same childcare provider you used in the 2018 to 2019 academic year

have been using the childcare provider for a minimum of six weeks

Summer retainer applications are made online. Guidance to help complete the application is available in the SBSS portal. If you are unable to complete the application online you should call the SBSS student helpline on 0800 121 8989. The closing date for summer retainers for 2020 is 1 September 2019. The SBSS will not process or pay any applications received after this date.

Family Action

Family Action are able to help with course related costs (not fees or childcare). To apply, please make an appointment with a Financial Support Adviser to make an application on your behalf.

For Brighton students call

01273 667788 Ext 474 or 394.

For Worthing and Shoreham students call

01903 273014.

Turn2Us

Turn2Us are a charitable service which helps people access the money available to them – through welfare benefits, grants and other help.

see turn2us.org.uk for further details.

City & Guilds

City & Guilds offer a small number of bursaries each year to people who would like to study for a City & Guilds qualification. The bursaries can be used for costs like course fees, learning materials, childcare or travel. Applications are considered in April and September each year.

For more information, please visit the following website

cityandguildsgroup.com/bursaries

CIPD Bursary Fund

Students enrolling on Level 3 CIPD courses may be eligible for a £1,000 bursary. The bursary is paid to the College by CIPD and it can only be used to help pay course fees. The fund is very limited and on a first come, first served basis. Students interested in this should speak to their CIPD tutor or a member of the Student Centre team.

Useful publications

You can also check:

Charities Digest

The Grants Register

Directory of Grant Making Trusts

These publications should be available in your local library.

Frequently asked questions

If I am eligible, how and when should I apply?

Please apply as soon as possible as funds are limited.

You should hand in your completed form with all the required evidence to:

Brighton students: the Student Centre at Central Brighton Campus or East Brighton Campus.

Worthing and Shoreham students: Admissions at West Durrington or Reception at Broadwater.

Please try to bring your application and supporting documents to the College in person. This will help us process your form quickly and will also give you the chance to ask any questions you may have face-to-face.

If you do need to post your form, please try to call us first on 01273 667788 ext.474 or ext.394 (for Brighton Students) or 01903 273014 for Worthing and Shoreham students. We can help you make sure you are sending us everything we need. If you do wish to send a form by post we recommend you send it by recorded delivery. The College cannot accept responsibility for postal applications not received.

Once all of our funding has been allocated we will take your details and add you to a waiting list. If you want to enrol on your course you will need to pay a percentage of the total course fees and sign up to a Part Payment Agreement confirming you will meet the costs yourself. This may be subject to passing a credit check.

If I submit an application am I guaranteed funding?

NO. The College receives limited amount of funding and the demand from students is high. This funding is not an entitlement. Funds are awarded in date order for those who have provided the correct evidence. If you submit an application form for a course which is not eligible for public funding your application will be withdrawn and we will inform you of this by email.

How long will it take to find out if my application is successful?

We will endeavour to respond to your application within 4-6 weeks of receipt, but during peak enrolment periods it may take longer. You will be notified of the outcome in writing via email.

Where does the money come from?

The funding the College receives comes from the Education & Skills Funding Agency (ESFA) and is public money. We recognise that students face financial pressures but this money is not a right and the College has a responsibility to ensure that the money is awarded fairly.

What happens if my application is unsuccessful or the level of funding awarded is insufficient to cover my costs?

If you are unsuccessful you will be notified of this in writing. If you are yet to enrol you will have to decide whether you can meet the costs in full without help from the bursary.

Are there any conditions on the funding I am awarded?

YES. All funding is dependent on you achieving satisfactory attendance in your classes, including any tutorials, maths and English lessons or Learning Support sessions. If you do not meet this condition, payments may be delayed or cancelled. Authorised absences will not count against you.

Authorised absences include

Unavoidable medical appointments – it is expected that you will make appointments outside of your course timetable whenever possible

Sickness covered by a doctor's certificate

Court or probation appointment

Attendance at a funeral

Unauthorised absences include:

Any holiday taken during term time, apart from a recognised religious holiday

Persistent lateness for no good reason

Social engagements

You must notify your tutor before your class starts if you are going to be absent or you risk affecting your bursary.

Do I need to have my own bank account?

Yes. We cannot make payments to you in cash or by cheque.

What happens if I withdraw from my course?

If you withdraw from your course or fail to start on your course your funding will be stopped and you will be asked to pay back all monies already paid to you or to the College on your behalf.

Can I receive funding for more than one course?

Funding is limited and we aim to help as many students as possible so each applicant will only be funded for one full length course per academic year.

Financial support appeals process

You have the right to appeal if:

You believe your application has been assessed incorrectly

You are not happy with the level of support allocated to you

You do not receive a payment

Your appeal should be made in writing within 10 working days of receiving either an award or a letter refusing support.

The Financial Support Administrator will complete the first stage of the appeals process. This may involve checking your attendance and behaviour or contacting your tutor to check that you are making good progress with your course. You will then be advised of the outcome and any action to be taken. This should happen within 10 working days.

If you are not happy with the decision made by the Financial Administrator, you have 14 working days to inform us. The Financial Support Co-ordinator will then present all the information to the Appeals Panel which may also include your tutor. The Appeals Panel will consider the appeal and either confirm or amend the initial decision. The decision of the Appeals Panel will be final.

Please address your appeal to:

Brighton students:

Bursary Appeals Panel
Financial Support
Brighton MET
Pelham Street
Brighton
East Sussex BN1 4FA

Email: financialsupport@gbmc.ac.uk

For Worthing and Shoreham students:

Bursary Appeals Panel
Financial Support
West Durrington Campus
Northbrook MET
Littlehampton Road
Worthing BN12 6NU

Email: student.support@gbmc.ac.uk

Useful contacts

Inland Revenue

Tax Credits

Tel: 0345 300 3900

Textphone

Tel: 0345 300 3909
hmrc.gov.uk

Travel Contacts

West Sussex

Tel: 01243 752835

Brighton & Hove

Tel: 01273 295196

East Sussex

Tel: 01273 481240

Care to Learn

Tel: 0800 121 8989
Email: C2L@studentbursarysupport.co.uk

Turn 2 us

turn2us.co.uk

MET contacts

Worthing and Shoreham Student Bursary Support

Tel: 01903 273014
Student drop-in times 12-2pm Monday – Friday
West Durrington Campus
Email: student.support@gbmc.ac.uk

Brighton Student Bursary Support

Tel: 01273 667788 ext 474 or 394
Student drop-in times 12-2pm Monday – Friday
Central Brighton Campus, Student Centre
Email: financialsupport@gbmc.ac.uk

Finance Office

Tel: 01903 273140
For general payment enquiries and refunds (not bursaries)
Email: finance@gbmc.ac.uk

Learning Support

Worthing and Shoreham

Tel: 01903 273076
Email: learningsupportworthing@gbmc.ac.uk

Brighton

Tel: 01273 667788 ext 447/583
Drop-in support sessions
Monday-Friday 12.30-13.30pm
in the Learning Resource Centre
Email: learningsupportbrighton@gbmc.ac.uk

Pastoral Mentors

Broadwater Campus

Tel: 01903 273488

West Durrington Campus

Tel: 01903 273041

Shoreham Airport Campus

Tel: 01273 456349

East Brighton Campus

visit the Student Centre (anytime)

Central Brighton Campus

visit room PT602C (anytime)