

WEST THAMES COLLEGE

Welfare and Support Policy 2025-26

Lead	Approved By:	Date Approved:	Next Review Date:	Where Published:
Name of Lead Staff Member	Samantha Louisy	September 2025	August 2026	Staff Intranet/Website

Policy Statement

West Thames College is committed to ensuring that all financial support awarded through the Student Bursary is impartial, transparent, and compliant with the Education and Skills Funding Agency (ESFA) & Greater London Authority (GLA) guidance. The College recognises the critical role bursaries play in supporting access to learning for students experiencing financial hardship.

All awards will be based on assessed financial need and aligned to the specific Course Needs identified within each student's Study Programme. Payments are tailored to individual circumstances and are not issued on a fixed-rate basis. The College reserves the right to update award criteria in line with changes to government policy or audit requirements.

1. Eligibility for Financial Support

Bursary and financial support are available to students who face financial hardship that may prevent them from fully participating in education. These funds are intended to reduce barriers to learning and ensure equal access to college opportunities.

To be eligible, students must meet **all** of the following criteria:

- Be aged **16 to 18 as of 31st August 2025**, or aged **19 to 24 with an Education, Health and Care Plan (EHCP)**, or aged **19 and over** for adult discretionary support
- Be **eligible for public funds** and **ordinarily resident in the UK** (see Residency Appendix)
- Be enrolled on a **funded programme at West Thames College**
- Demonstrate **financial need**, with a **household income below £30,000** per annum
- Provide **evidence of benefits** (e.g. Universal Credit) or low earnings
- Demonstrate strong attendance, positive behaviour, and sustained engagement in learning and academic progress, in line with the college's high expectations.

In some circumstances, students from households with incomes slightly above £30,000 may still be considered for support on a case-by-case basis, depending on specific need and fund availability.

For adult learners, financial assessments will require evidence of household income, such as **wage slips, payslips, or bank statements**. Where students have dependents or complex circumstances, additional contextual information may be considered to ensure fair allocation of support.

For vulnerable students (e.g. **Looked After Children**), confirmation of age via legal documents or an age assessment evidence **may be requested** in certain cases to support eligibility.

Bursary Type	Threshold
Discretionary Bursary (DB)	For students aged 16 to 18 and 19yr olds continuing a course: See Section 1
Vulnerable Bursary (VB)	For students aged 16 to 18 who are Looked After Children (LAC), Care Leavers, or receiving qualifying benefits: See Section 1
Discretionary Learner Support (DLS)	For adult learners aged 19+ on eligible ESFA/GLA-funded courses: See Section 2
Advanced Learner Loans	For adult learners with an approved Advanced Learner Loan: See Section 2
Free College Meals (FCM)	For students aged 16 to 18, or aged 19 to 24 with an EHCP, or 19yr olds continuing a course
Free School Meals (FSM)	For 15-year-old Threshold students enrolled on Direct Entry or similar funded programmes

Childcare	For students under 20 (via Care to Learn) or aged 20+ on eligible adult courses: see Section 2
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The availability of bursary funds will be communicated through internal college platforms, such as the Student Intranet and Student Experience communications.

Please note: Funding details may change based on national guidance or internal allocations. The college is not responsible for any costs incurred before a student has both received written confirmation of their bursary award and enrolled.

2. Assessment of Course Needs

Each bursary award is determined by the specific Course Needs of the student. These may include:

- Travel costs if the student lives over 3 miles from college
- Free meals for eligible 16 to 18 learners (and 19–24 learners with an EHCP) when timetabled to attend college.
- Equipment, uniform, or books
- Childcare (using OFSTED-registered providers)
- Exam fees or educational trips

Wherever possible, bursary allocations will be provided in-kind, in line with government guidance. When cash payments are made directly to students, they will be required to upload receipts to the PayMyStudent (PMS) portal to confirm the purchase. Course teams may also be asked to confirm that students have received or are using the required equipment or kit. All support must be verifiable through receipts or confirmation.

3. Application Process

All bursary and financial support applications must be submitted online through the **PayMyStudent (PMS) portal**, which students can access using their **college login credentials**. The application process is simple, secure, and trackable.

To ensure your application is processed without delays, you must upload the following required documents:

- A **fully completed and signed application form** (unsigned applications will not be processed)
- **Evidence of household income or benefits**, such as recent Universal Credit statements, payslips, P60s, or official benefit letters dated within the last 3 months
- **Students own personal bank account details** for payment by BACS (payments cannot be made to third-party accounts or **prepaid Home Office cards**)

Important Information

- **Responsibility for Accuracy:** It is essential that bank account details are entered correctly. The college **cannot recover or reissue payments** made to incorrect or invalid accounts (e.g. prepaid cards), and **no further payments will be made in such cases**.

- **Unsigned Applications:** If your application form is not signed, it will be flagged by the Bursary Team. You will receive reminders via the PMS portal. If your signature is **not provided within 28 days**, your application will be **automatically closed** and no support will be awarded.
- **Missing Evidence:** Applications submitted without all required supporting documents cannot be processed. The Bursary Team will notify students of any missing evidence via their **college email**, and updates will also be visible in the **PayMyStudent (PMS) portal**. It is the student's responsibility to check regularly and upload the requested documents within **28 days**; otherwise, the application will be **automatically closed**.
- **Processing Time:** Once **all** documents have been submitted, your application may take **up to 28 working days** to be processed. Due to high demand, payments for items such as equipment, kit, and uniform may not be issued until **November 2025**.
- **Start Date of Awards:** Awards will be issued from the later of the following two dates:
 - The official **start of learning** (as noted on your learning agreement), or
 - The date your completed application and evidence were received.

Pro-rata awards will apply for students who start **six weeks or more** after the beginning of the course.

- **Unsuccessful Applications:** If your application is not approved, the reason for non-payment will be communicated to you via your **college email**.

Award Conditions

All bursary award letters will include the following standard disclaimer:

"It is your responsibility to advise the Department for Work and Pensions about any financial support you are receiving. If the student who is the beneficiary of support leaves the college before the end of their course, this may impact certain benefits. The college reserves the right to withhold or stop payments if the student fails to meet expectations regarding attendance, behaviour, or academic progress. Any application found to be fraudulent may be referred to external authorities, including the police, and could result in prosecution."

4. Appeals and additional Support Requests

If a bursary application is declined, students have the right to submit an appeal by emailing their appeal and supporting evidence to studentwelfare@west-thames.ac.uk

To submit an appeal, students must:

- Clearly explain the reasons for disagreeing with the original decision.
- Provide **supporting evidence** to demonstrate financial need and confirm that the bursary request is directly related to **educational costs**

A review panel, made up of the **Director of Student Experience and a Vice Principal**, will be convened within **20 working days** of receiving the appeal. The panel will review the submitted information and make a final decision. Applicants will be notified of the outcome in writing within **5 working days**.

Please note: The decision of the appeals panel is final.

Requests for Additional Support

Students who have already received a bursary award may request **additional support** after **31 January 2026**. These requests must:

- Be submitted through the **PayMyStudent portal**
- Include a clear breakdown of the **amount requested, what it is needed for, and why the existing award is insufficient**
- Be accompanied by relevant evidence

Additional funding will only be granted where it directly relates to **course needs** and where **bursary funds are still available**.

[Appendix 2 – 16-18 Eligibility Assessment](#)

5. Payments, Monitoring and Data Protection

In line with the [16 to19 Bursary Fund Guidance 2025 - 2026](#), all bursary payments will be made in-kind where possible (e.g. **provision of equipment, uniform, meals, or travel passes**). This ensures funds are used directly to meet the student's **Course Needs** and complies with national requirements.

Where in-kind support is not possible, **cash payments may be issued** directly to students via **BACS transfer into the student's own bank account**. To receive payment, students must upload a copy of a **bank statement showing their name and account details**. The college can provide support to open a bank account if needed.

In **exceptional cases**, where a student is unable to manage their own financial affairs and can provide evidence of this need, alternative payment arrangements may be considered.

Conditions for Payment

To remain eligible for bursary payments, students must:

- Attend all timetabled sessions regularly and punctually, in line with college expectations
- Demonstrate positive behaviour and remain actively engaged in learning
- Show consistent academic progress and participate fully in all aspects of the course

Payments may be **pro-rata** for students who begin their course six or more weeks after the official start date.

Data Protection and Fraud Prevention

All applications and supporting evidence are stored securely within the **PayMyStudent (PMS)** system and retained for a period of **six years**, in line with **Data Protection Act 2018 and UK GDPR** regulations. Only authorised staff from the Finance & Welfare Office and the Director of Student Experience have access to these records.

The college is legally required to share certain information with government bodies, including

the **Department for Education (DfE)** and **Education and Skills Funding Agency (ESFA)**, and will fully cooperate with any investigations relating to the misuse of funds or fraudulent claims.

Any bursary application suspected to be fraudulent will be reported to the appropriate external authorities and may result in **withdrawal of financial support, suspension, or permanent exclusion** from college.

Section 1: Discretionary Learner Support Funds 16-18, 19 continuing

Discretionary Student Bursaries (DB)

Discretionary bursaries are available to support eligible students aged **16 to 18, or 19-year-old continuing learners** enrolled on **EFA-funded programmes**. Awards are not issued as fixed amounts or based on income bands; instead, they are based on the **individual course-related needs** of the student, in line with national guidance.

Key Principles

- Awards are made to remove financial barriers that may prevent students from fully participating in learning.
- Funding is assessed and allocated based on the **specific Course Needs** of each student (e.g. travel, equipment, uniform, meals).
- All payments are subject to attendance, conduct, and engagement in learning.

Types of Support

Support may include:

- In-kind contributions (e.g. books, equipment, travel passes)
- Free college meals (for eligible learners)
- **Partial contributions** toward uniform or kit purchases (e.g. Hair & Beauty kits)

Hair & Beauty Kits: Students on Hair and Beauty courses may receive a sliding-scale contribution towards the cost of kits. The level of support will depend on household income and available funds. **Students are expected to contribute a portion of the total cost.**

Attendance Requirement

Students receiving bursary support are expected to maintain regular and punctual attendance, in line with the college's high standards. Continued support is dependent on:

- Consistent attendance at all timetabled lessons
- Positive behaviour and conduct
- Active engagement with learning
- Completion of coursework and attendance at scheduled exams

Bursary awards are allocated based on assessed Course Needs. Where there is evidence of poor attendance, disengagement, or lack of progress, bursary support may be withheld, reduced, or withdrawn. Final contributions toward course-related costs may be reviewed based on the student's attendance and academic completion.

Pro-Rata Awards

For students who enrol **six or more weeks** after the course start date, support may be allocated **pro-rata** from the point of application approval.

Vulnerable Student Bursary (VB)

Vulnerable bursaries of up to **£1,200** per year are available for students aged 16 to 18 who are in specific circumstances as defined by the government.

Eligibility Categories

Students may qualify if they are:

- In care (Looked After Children)
- A care leaver
- Receiving **Universal Credit** in their own right and living independently (with or without dependents)
- Receiving **DLA or PIP** in their own name **alongside** ESA or Universal Credit

Assessment Process

- The college applies for this funding **case-by-case** and considers other income sources or financial support the student may receive (e.g. **free Oyster card, social services payments, subsidised accommodation**).
- If a student's total financial need exceeds the £1,200 limit, additional support may be allocated from the **Discretionary Bursary Fund**.
- If the student's need is lower than £1,200, the amount claimed will be adjusted accordingly.

The college **does not provide electronic devices**. Students who require a laptop should speak to their social worker, support access to devices for those in care.

Payment Conditions

- Payments are subject to maintaining regular attendance, positive behaviour, and active engagement in learning.
- Awards will be made pro-rata for learners who start six or more weeks into the course.

Section 2: 19+ Fund & Advance Learner Loan

Adult Learner Financial Support (Aged 19+)

Financial support is available for adult learners aged 19 and over who face genuine financial barriers to participating in or completing their course. This support is drawn from the **Adult Education Budget (AEB)** and **Advanced Learner Loan Bursary Fund**, in line with **ESFA and GLA funding guidance**.

For full details on eligibility and how to apply, please refer to the official guidance: [Advanced Learner Loan/how to apply](#).

19+ Discretionary Learner Support (DLS)

This bursary is available to students aged 19+ who are enrolled on an **ESFA/GLA-funded course** (excluding Higher Education, apprenticeships, and cost recovery courses). To be eligible, students must:

- Have a **household income of £35,000 or less**
- Be studying on an **eligible AEB-funded course**
- Provide evidence of financial hardship that may prevent them from accessing or completing the course

Priority will be given to:

- Students facing urgent hardship affecting their ability to engage with learning

Note: Learners with a household income **above £35,000** may still apply for hardship support but must demonstrate exceptional circumstances and evidence of financial need.

Advanced Learner Loan Bursary

This bursary supports students who:

- Have taken out an **Advanced Learner Loan** to fund their course
- Have a household income of £35,000 or less
- Provide a copy of the **Student Loans Company (SLC) approval letter**

Support can help cover:

- Exam fees
- Equipment and course materials
- Travel or other course-related costs

As **funds are limited**, awards will be made based on **evidence of genuine need**, and amounts may vary accordingly.

Students with a household income above £35,000 can also be considered for **hardship support**, if they can demonstrate exceptional financial circumstances.

Childcare Support (Aged 20+)

Childcare support is available for students aged **20 and over** who:

- Are funded through the **Adult Education Budget** or an **Advanced Learner Loan Bursary**
- Have a household income of **£35,000** or less
- Use an Ofsted-registered childcare provider

What the fund covers:

- A **contribution toward** daily childcare fees for days when students have **timetabled lessons** in college
- A **maximum of £6,000 per child, per academic year**
- Reimbursement based on **receipted invoices and verified attendance**

If students are entitled to **Free Early Education and Childcare funding, this must be used first**. Bursary funds can only be claimed for additional days not covered by free hours.

Important conditions:

- The **daily childcare rate** must be confirmed by the provider and agreed with the Bursary Team **in advance**
- **Only fees for attended days will be reimbursed**, no payment will be made where students or children are absent
- Payments are made **in arrears** to the student, following submission of valid receipts
- **Students are responsible for paying their childcare provider upfront**

Young Parents – Under 20

Students aged **under 20 at the start of their course** may be eligible for the [Care to Learn Scheme](#), which helps with childcare costs.

Types of Support Available

The college will assess and allocate financial support based on individual **Course Needs**. Awards may be paid in-kind or via BACS, depending on the type of cost and availability of funds. All support is subject to eligibility and evidence, and students must maintain required attendance and engagement levels.

Meals

Students aged **16 to 18**, and those aged **19 to 24 with an Education, Health and Care Plan (EHCP)**, who have an approved bursary application, are entitled to a **free meal** up to the value of £6 per day when attending college.

- Free meals are available at **Isleworth** and **Skills & Logistics Centre**.
- Students based at locations without catering facilities (e.g. **Project Search**) will receive an equivalent payment via BACS.
- 15 to 16-year-olds enrolled on a funded **Direct Entry or Threshold course** may also qualify, based on household income and eligibility evidence.

Uniforms, Kits, Equipment, and Books

If a course requires students to purchase specific items, such as uniforms, kits, tools, or textbooks support may be provided as follows:

- **Payments for such costs will be issued after 1st November 2025**
- Applications submitted after this date will be considered subject to the **availability of funds**
- Students are expected to contribute the first **50%** of the cost
- Learners with a household income **below £16,000** may be eligible for full funding

Where possible, the college may reimburse the cost of approved items directly to curriculum departments to manage purchasing efficiently and ensure audit compliance.

Travel to College or Work Placements

Students living in **London** should first apply for a [16+ Zip Oyster photocard](#) for free or discounted travel.

Students who:

- Live **more than 3 miles** from their place of study
- Have confirmed bursary eligibility

May receive **travel support** as part of their award. Travel will be paid via **BACS**, normally **twice per term**, and is subject to **attendance monitoring**.

Educational Visits and Trips

Educational visits and trips that are identified as part of a student's Course Needs assessment will be supported where appropriate.

- The curriculum team will include the visit or trip in the Course Needs assessment and notify the Bursary Team of the associated cost
- The college will arrange payment directly to the relevant department; no payments will be made to students
- Support will only be provided for visits and trips that are directly linked to the student's course and have clear educational value

Course Fees and Exam Costs

For adult learners on **ESFA or GLA-funded programmes**, the college may, under **exceptional circumstances**, contribute towards:

- Tuition fees
- Exam or assessment fees

These requests must be made directly to the **Director of Student Experience** and will require supporting evidence. Funding is limited and not guaranteed.

Hardship Support

Students experiencing **unexpected or severe financial hardship** during the academic year may apply for additional one-off support through the **PayMyStudent portal**.

- Applications must explain the reason for the hardship
- Support must relate specifically to **educational costs**
- Awards are subject to assessment, evidence, and available bursary funds

Appendix 1: Residency Eligibility for Bursary and Financial Support

To be eligible for bursary funding, students must meet residency requirements set by the **Education and Skills Funding Agency (ESFA)**.

1. General Eligibility

Students will normally be eligible for funding if they:

- Are **'settled' in the UK** on the relevant date (this means having the **right of abode, Indefinite Leave to Enter, or Indefinite Leave to Remain**),

and
- Have been **ordinarily resident in the UK, Channel Islands or Isle of Man for at least 3 years** prior to the start of their course.

Eligible settled status includes:

- British citizens holding a UK passport
- Irish nationals
- EU nationals or family members of EEA/Swiss workers living in the UK before 1 January **2021 with settled or pre-settled status**
- **Children of Turkish workers** lawfully employed in the UK before 1 January 2021
- **British Overseas Territory Citizens**
- Individuals with a UK passport endorsement showing right of abode
- Those with a **certificate of naturalisation or registration** as a British citizen
- **Holders of a BN(O) visa** (British National Overseas) with Home Office permission to live in the UK
- **Ukrainian nationals** and their family members granted any of the following:
 - Homes for Ukraine Scheme
 - Ukraine Family Scheme
 - Ukraine Extension Scheme

These students are considered eligible for funding even if they have not been resident in the UK for years, provided they have the appropriate immigration status.

2. Other Eligible Groups (Regardless of 3-Year Residence Rule)

The ESFA also considers the following groups eligible, even if they haven't lived in the UK for 3 years:

- Refugees or individuals granted **humanitarian protection, discretionary leave, or exceptional leave to remain**, along with their spouses, civil partners, and children
- People granted **recent settled status** (ILR, right of abode, or British citizenship within the last 3 years)
- Individuals with **pre-settled status** under the EU Settlement Scheme

3. Additional Groups Aged Up to 18

The following students **aged 18** or under may also qualify for funding:

- Children joining parents or carers with **right of abode, leave to remain**, or who are **UK or Irish nationals** (including children of diplomats)
- Dependants of teachers on official UK teacher exchange programmes
- British or Irish children who have arrived in the UK without their parents but are **residing legally**, with documentation (e.g. **Biometric Residence Permit**, digital status, or passport endorsement showing right to remain or work)
- Dependants of legal migrant workers
- Dependants of foreign students on Student visas (note: parents with Student visas are not eligible for funding)
- **Asylum seekers**
- Children granted leave under Section 67 of the Immigration Act 2016 (Dubs amendment)
- Those with **Calais Leave to Remain**
- Unaccompanied asylum-seeking children or those in the **care of social services**, including those receiving **Section 4 support**

4. No Recourse to Public Funds

Having a passport that states "**no recourse to public funds**" does **not** affect eligibility for state-funded education. This restriction applies to certain benefits and services, but **does not include education or education funding**. Students will still be assessed under the normal eligibility rules described above.

Appendix 2: 16-18 Eligibility Assessment

Eligibility	1	Is the student 16 or over but under 19 on 31 August 2024 (or 19-23 and evidence of an EHCP)	Yes	Go to section 2
			No	Not eligible for support – check for 19+ eligibility. STOP
	2	Has the student been assessed by college as eligible for EFA funding and residency?	Yes	Go to section 3
Non-independent learners			No	Not eligible for support. STOP.
	3	Is the student claiming “independent” status e.g. Care Leaver or Looked after child?	Yes	Go to section 6
			No	Go to section 4
	4	Does parent have evidence dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Income Support Universal Credit or/and income less than £25,000 Income Based JSA Income Based ESA Part VI support of Immigration Act Child Tax Credit income <£16,190 and NO working tax credit. Guarantee element of state pension credit 	Yes	Entitled to Discretionary Bursary, Support Funds* AND Free College Meals. Go to section 9.
			No	Go to section 5
	5	Does parent have evidence dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Working Tax Credit with income assessed as less than £25,000 Housing or Council Tax Benefit 	Yes	Entitled to Discretionary Bursary and Support Funds* . Go to section 9.
			No	Not entitled to Bursary OR Free School Meals. STOP.
	6	Does the learner have evidence of one or more of the following: <ul style="list-style-type: none"> Looked after child Care leaver Income Support or Universal Credits in own name, living independently or young parent ESA AND DLA or PIP 	Yes	Student is entitled to Vulnerable Bursary and Support Funds* and <i>may</i> be entitled to Free College Meals. Go to section 7
			No	Student is not entitled to Vulnerable bursary but <i>may</i> be entitled to Free College Meals and Support Funds. Go to section 7
	7	Does learner have evidence in own name dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Income Support Universal Credit less than £25,000 Income Based JSA Income Based ESA Part VI support of Immigration Act Child Tax Credit income <£16,190 and NO working tax credit. Guarantee element of state pension credit 	Yes – and in receipt of VB	Entitled to Free College Meals. Go to section 9.
Independent Learners			Yes – but not in receipt of VB	Entitled to Discretionary Bursary, Support Funds* AND Free College Meals. Go to section 9.
			No	Not entitled to Free School Meals. Go to section 8.
	8	Is the learner in receipt of one or more of following: <ul style="list-style-type: none"> Working Tax Credit or Child Tax Credit with income assessed as less than £25,000 Housing or Council Tax Benefit 	Yes	Entitled to Discretionary Bursary, Support Funds*
			No	STOP.
Exceptional Travel	9	Does the learner live in an eligible postcode?	Yes	Travel enhancement payment available
			No	STOP.

Appendix 3: Advanced Learner Loan – Information and Eligibility

An **Advanced Learner Loan** is available to help learners aged **19 and over** pay the fees for eligible **Level 3 to Level 6 courses at West Thames College**.

To qualify, you must:

- Be **aged 19** or over on the **first day of your course** (no upper age limit)
- Be **living in the UK** on the first day of your course
- Have been **ordinarily resident** in the UK, Channel Islands, or Isle of Man for the **3 years prior to your course**
- Be a **UK national**, or have **settled status** (no restriction on length of stay in the UK)

You may also be eligible if:

- You're a **UK national (or family member)** who returned to the UK between **1 January 2018 and 31 December 2020** after living in the EU, Switzerland, Norway, Iceland, or Liechtenstein
- You were living in the **EU/EEA/Switzerland** on 31 December 2020 and have lived in the UK, EU, Gibraltar, Norway, Iceland, or Liechtenstein for the **past 3 years**

EU nationals and family members

You may qualify if:

- You hold **settled or pre-settled status** under the **EU Settlement Scheme**
- You have normally lived in the UK, Gibraltar, EU, Switzerland, Norway, Iceland, or Liechtenstein for the past 3 years

[Apply or check your EU status](#)

Other eligible residency categories include:

- Refugees or their family members
- Individuals with **humanitarian protection**
- Migrant or frontier workers (and their family)
- Family members of a person from Northern Ireland with pre-settled status
- Stateless individuals (and their family)
- Victims of domestic violence with indefinite leave to remain
- Bereaved partners granted indefinite leave
- Those granted **Calais Leave to Remain** (for courses starting on or after 1 August 2024)
- Children of Turkish workers
- Individuals with **20+ years UK residence** or who've lived in the UK for at least half of their life

Advanced Learner Loan Bursary

If you are awarded an Advanced Learner Loan and face additional financial hardship, you may apply for the **Advanced Learner Loan Bursary** to help with:

- Childcare (with an Ofsted-registered provider)
- Travel to college
- Equipment, books, or course-related materials
- Exam fees

Support is **limited and based on evidence of need**. Priority is given to learners with low household income or exceptional circumstances.

How to Apply for an Advanced Learner Loan

- Apply online via GOV.UK:
 - [Apply for an Advanced Learner Loan](#)
- The **minimum loan amount is £300**
- The **Student Loans Company (SLC)** will assess your application and notify you of the decision
- The SLC will **pay the loan directly to West Thames College**
- You'll start repaying your loan **only when your income is above the repayment threshold**
 - [Repayment Information](#)

You can take out up to **4 Advanced Learner Loans** during your lifetime, and these can be used **at the same time** or across different courses.

Important Notes

- If your loan is **not approved by the time you enrol**, you must pay a **£100 deposit**, which will be refunded once the loan is confirmed
- If you **choose not to take a loan**, you must pay your course fees **in full** or set up an **instalment plan** before your course starts
- Payment can be made **by cash, debit/credit card, or bank transfer**

Information You'll Need to Apply

- **College Name:** West Thames College
- **Location:** London Road, Isleworth, TW7 4HS
- **UK Provider Reference Number (UKPRN):** 10007434
- **Course Name & Code:** (provided by Admissions or Curriculum Team)
- Start and End Dates
- Total Course Fee and Loan Amount Requested