

# Cornwall College bursary information



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## Further Education - Students aged 19+

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IF YOUR HOUSEHOLD INCOME FOR 2015/16 IS BELOW £25,000  
YOU WILL BE ELIGIBLE TO APPLY FOR:

- A contribution towards travel costs
- A contribution towards tuition fees (not applicable to students studying with an Advanced Learning Loan)
- Childcare costs
- UCAS fees and contribution towards interview travelling expenses

### TRAVEL SUPPORT

If you live more than 3 miles from your college campus we can support your travel costs for attended timetabled days. The allowance is 15p per mile and may be capped, depending on individual's circumstances. If you would prefer a bus pass (subject to availability), please indicate this on the attached funding form. If a bus pass is unavailable mileage allowance will be awarded instead.

### CONTRIBUTION TOWARDS TUITION FEES

If you are required to pay tuition fees, the fund can support you with a contribution. Students in receipt of an Advanced Learning Loan will have fees paid through their loan.

### CHILDCARE COSTS

If you are aged 20+, the bursary fund can support childcare costs. Government funded hours must be accessed in the first instance. This fund is capped at £4,000 per child, per year and only able to cover timetabled hours plus pick up and drop off times. It cannot cover any self-study hours.

Please request a childcare application form. Contact details are listed on the back of the attached application form.

If you are under 20 on the start of your course you can claim childcare funding through Care to Learn <https://www.gov.uk/care-to-learn>

### UCAS FEES AND A CONTRIBUTION TO INTERVIEW TRAVELLING EXPENSES

Depending on your circumstances there may be support available for UCAS fees and interview travelling expenses. If you require this support during your time at college please come and talk to the Student Services staff who will advise you further





# Funding Application form 2016-2017

<b>Personal Details</b>		
Title (Mr/Miss/Ms/Mrs):	Date of Birth:	
First Name:	Surname:	
Address:		
		Postcode:
Email Address:	Tel No.:	
<b>Nationality &amp; Residency</b>		
Have you been a permanent resident in UK or EU for the past three years? (delete as applicable)      Yes      No		
<b>If No please provide evidence of your current immigration status</b>		
<b>Course Details</b>		
Course Title and Level:		
Number of days per week if known:		
Campus:	1st/2nd year (delete as applicable)	
<b>Transport</b>		
Bus pass requested ? (if available; delete as applicable)      Yes      No		
<b>Students living more than 3 miles from college will be awarded travel allowance unless bus pass requested or bus pass unavailable</b>		
<b>Childcare</b>		
Childcare support requested ? (delete as applicable)      Yes      No		
An additional application form will be required for Childcare Funding. Please visit our website: <a href="http://www.cornwall.ac.uk">www.cornwall.ac.uk</a> to download a copy or contact Student Services to request a form.		
<b>If you are on an Apprenticeship scheme you will not be eligible for bursary funding support</b>		
<b>About Your Household</b>		
Do you live with a spouse/partner or live *independently in a shared household?      Yes      No (This can be a parent/guardian's house)		
<b>*To be assessed as 'independent' when living with parent/guardian you will need to demonstrate a living wage or benefits in your own right. If you cannot do this, your application will be assessed on the income of parents/guardians.</b>		
Name of Spouse / Partner		
<b>Household Income</b>		
Income for 2015/16	You	£
	Your Partner	£





ACCEPTABLE EVIDENCE OF INCOME MUST BE ENCLOSED, PLEASE SEE BELOW  
Photocopies only please as evidence cannot be returned.

- A Tax Credit Award notice for 2016/17, showing income for tax year 2015/16
- If you receive out of work benefits or pension, please enclose an award letter, less than 3 months old
- 2015/16 P60 for any of the household named overleaf
- Statement of earnings for 2015/16 from HMRC
- If you are self-employed, please enclose a copy of the latest verified accounts (unless you have enclosed a tax credit award notice)

### DECLARATION BY APPLICANT

The information I have given in support of this application is correct and complete.

- I understand that to qualify for this fund my gross taxable household income has to be under £25,000 per annum. I have provided evidence to support this.
- I will inform Student Services immediately in writing if there is a change in circumstances.
- I understand that if there is a change in circumstances, including my Learning Programme or if I withdraw from my course before it completes, I may be asked to repay and funding awarded from the FE Bursary Fund.
- I will inform Student Services if I join an Apprenticeship scheme.
- I understand the information I provide on this form, along with the supporting evidence, will be used in confidence for the purpose of processing the application and administering the Bursary Fund. However this may entail some information being shared with the Funding Agencies and other statutory bodies responsible for providing educational funding and support.

Signature

Date



## DECISIONS, PAYMENTS, REVIEWS AND APPEALS

You will normally be notified of our decision and any allocation by letter to your home address. No payments will be made until we receive confirmation that you have enrolled on your course. No payments can be made in advance of this.

Decisions regarding the payment or non-payment of monies from the Fund and the amount of any payments shall be made by the administrators in accordance with government guidelines for administration of the fund and the college policy.

If you are dissatisfied with the result of your review you may request an appeal. Your appeal must be made in writing, within 21 days of the date of the result of your review. Your reasons for wanting an appeal should be clearly stated and addressed to the Student Services Manager. Appeals will not be considered where a turnaround has been made due to the fund being exhausted.

## NOW SEND THIS FULLY COMPLETED APPLICATION FORM AND EVIDENCE TO STUDENT SERVICES ON THE APPROPRIATE CAMPUS AS DETAILED BELOW:-

Student Services  
Cornwall College Camborne  
Trevenson Road, Pool Redruth Cornwall TR15 3RD

Student Services  
Falmouth Marine School  
Killigrew Street, Falmouth, Cornwall TR11 3QS

Student Services  
Cornwall College St Austell  
Tregonissey Road, St Austell, Cornwall PL25 4DJ

Student Services  
Duchy College Rosewarne  
Camborne, Cornwall TR14 0AB

Student Services  
Cornwall College Newquay  
Wildflower Lane, Trenance Gardens, Newquay Cornwall TR7 2LZ

Student Services  
Duchy College Stoke Climsland  
Stoke Climsland, Callington, Cornwall PL17 8PB

Student Services  
Cornwall College Saltash  
Church Road, Saltash, Cornwall PL12 4AE

*Further information and the Cornwall College Group FE Bursary Policy together with additional application forms, are available on our website: [www.cornwall/14-18/money](http://www.cornwall/14-18/money)*

These documents are also available from Student Services on each campus. If you need any help in completing this application form please contact Student Services where staff will be happy to assist you.

Both Transport and Bursary Applications will be processed from 1st June. Incomplete forms, or those received without correctly dated income evidence will not be processed and returned to you. Please note applications for both transport and bursary fund received after 1st August may not be processed in time for the start of term. All details are correct at the time of printing but funding support and transport charges are subject to any Government or Local Authority funding changes. We will notify you should any changes occur.

## IF YOU REQUIRE THIS FORM IN LARGER PRINT PLEASE CONTACT STUDENT SERVICES



