

Further Education Bursaries September 2014

If you are joining us in September to take a full-time further education course with us you are eligible to apply for a Further Education Bursary (FE Bursary) to help with the cost of continuing your education.

The information below has been put together from questions we are asked the most. It will help you to understand if you are eligible, what is involved in applying for an FE Bursary and how the bursary will be paid if your application is successful.

Am I eligible for an FE Bursary?

While funds remain you will be eligible if you:

- Have a taxable household income of less than £21,000 per year*.
- £16,000 sundry expenses
- Are studying for an eligible qualification.
- Are not on an apprenticeship or are receiving a training wage.
- Are settled in the UK or are an EU national.

* If you are 16 to 18 years old with a taxable household income of up to £31,000 you can claim the Transport Bursary.

When should I apply?

Funds are limited and are not guaranteed so please apply immediately.

What assistance is offered by the bursary?

The Further Education bursary is a financial contribution towards certain costs you may incur at College. There are two age ranges for bursaries

For successful applicants aged 16-18 years old the bursary includes:

- The cost of transport – if you live more than 3 miles from the College
- Course related costs – as directed by your department if required
- Guaranteed Bursary* £1,200 per academic year, paid weekly to eligible students

*To qualify for the Guaranteed Bursary you must be aged 16-18 years and either in care, a care leaver, personally in receipt of Income Support or both Employment Support Allowance (ESA) and Disabled Living Allowance (DLA)

For successful applicants aged 19 years and over the bursary includes:

There are packages of support available depending on circumstances.

What evidence do I need to supply?

Proof of gross taxable household income must be provided with the FE Bursary application form. This must be for the financial year ending April 2014 and **only** the following evidence is acceptable:

- P60.
- Self-assessment details for the most recent trading year end.
- Benefits letter dated within three months of your application.
- Pension statement.
- Tax credit award notice 14/15 which shows finalised income for 13/14 tax year.

How do you know what I need to claim for?

Tutors will inform us of what is required for each course and appropriate funding will be allocated towards these costs.

How is the award paid?

Examination fees, registration, childcare and bus passes are all paid direct to the College. In some cases you may receive a standard payment for certain items each term. In these circumstances, a BACS payment will be made to you soon after the start of each term.

The information above will be detailed in the FE Bursary award letter you receive. No payments will be made until we receive confirmation that you have enrolled on your course.

If I wait for my bursary award letter before applying for my bus pass should I enclose a copy of the letter?

No. Just indicate on the bus pass application form that you have been awarded a bursary. The award will have been logged by us on the transport database.

What do I do with my award letter?

Bring it to enrolment and then keep it safe for the academic year as it may be required as evidence by the tutor for any course charges.

I have heard of several bursaries for FE students. What other forms do I need to complete?

None – just the one! The FE Bursary application form covers all funding available from the College: the standard FE Bursary, Guaranteed Bursary, Transport Bursary, Cornwall Bursary and discretionary Learner Support Fund (dLSF). You will be awarded the appropriate funding.

The tuition fee waiver for eligible students aged 19 years and over should be discussed with the tutor or College Finance Office separately.

What if I am unsuccessful?

Decisions regarding the payment or non-payment of monies from the Further Education Bursary 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.

Any appeal must be made in writing, within 21 days of the date you received our decision. Your reasons for wanting an appeal should be clearly stated and addressed to the Corporate Head of Student Services. Appeals will not be considered if funds have been exhausted.

Where can I find out more information?

You can read or download the full policy and guidance for the distribution of the FE Bursary Fund, together with additional application forms at www.cornwall.ac.uk/studentfinance or call Student Services on the relevant campus. If you need help completing your application form the staff in Student Services will be happy to help. Call the relevant campus for any help or advice you need.

Cornwall College Camborne	01209 616272
Cornwall College Newquay	01637 857960
Cornwall College Saltash	01752 850253
Cornwall College St Austell	01726 226618
Duchy College Rosewarne	01209 722135
Duchy College Stoke Climsland	01579 372227
Falmouth Marine School	01326 310302

If you require this form in larger print please contact Student Services.