

# Guidance Notes for Further Education (FE) Bursary Fund

## FURTHER EDUCATION BURSARY FUND FOR CORNWALL COLLEGE STUDENTS 2014-2015

The FE Bursary Fund is a cash-limited, means tested fund to support learners from low income backgrounds with essential costs in attending College. For eligible learners the fund can help towards the cost of essential course related expenses plus childcare. It only applies to expenses during the current academic year. The main priorities for funding are economically or socially disadvantaged learners, who need support for learning costs and have financial difficulties.

### WHO IS ELIGIBLE?

Students may be assisted from the FE Bursary Fund if they are:

- Studying an eligible course at Cornwall College and living in a household where the total annual taxable income is less than £21,000 (or living independently on an income below this level)
- £31,000 16-18 Transport only

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

### HOW WILL I KNOW IF I QUALIFY?

If your household is on a low income or in receipt of an income based benefit, you may be eligible for help from the FE Bursary Fund. By 'income based benefit' we mean the following:

- Income support or universal credit
- Working Tax Credit/Child Tax Credit
- Pension Credit (guaranteed element)
- Job Seekers Allowance (income based)
- Employment Seekers Allowance

### HOW DO I APPLY?

If you wish to apply for the FE Bursary Fund you should:

- Check that you meet the financial eligibility criteria or contact us for advice
- Complete the FE Bursary Fund application form, answering all questions in full to avoid delay with processing your application
- Enclose the required evidence as indicated on the application form. Make sure that you send photocopies only as originals will not be returned
- Send the completed form with full evidence to the appropriate campus. College addresses can be found on the reverse of the application form.

### WHAT HAPPENS NEXT?

Fully completed forms, with all supporting evidence attached, will normally be processed within 28 days of receipt but in peak times (summer holidays) may take longer. Once your application has been assessed, you will receive an award notification letter which will indicate how your award will be paid. If your application is not successful, you will be notified. Wherever possible, payments are made via internal transfers within the College to contribute towards the costs of travel passes, books, equipment etc..

At Cornwall College the FE Bursary Fund offers an annual Guaranteed Student Bursary of £1,200\* for particular young people who are 16-18 years of age who are:

- living independently and who are claiming Income Support in their own name
- looked after by the Local Authority
- Care Leavers
- Disabled and in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)

If you think you qualify for this Bursary please tick the relevant box on the application form.

\*students who start later in the academic year will receive pro-rata payments.

### TRANSPORT BURSARY

Cornwall College guarantees to pay the cost of a College bus pass to all students who are aged 16-18 and who qualify for the FE Bursary award. Students will be expected to use a College bus wherever possible, unless circumstances mean that they have to use a car e.g. the student has a disability or children who have to be collected from school or childcare. This has now been extended to students aged 16-18 with a taxable household income below £31,000.

Students living within a three mile radius are not eligible.

### CAN I APPEAL AGAINST THE COLLEGE'S DECISION?

Yes, you do have the right to appeal. Your appeal must be made in writing within 21 days of the date of the result of your notification. Your reasons for wanting an appeal should be clearly stated and addressed to the Corporate Head of Student Services. Appeals will not be considered where funds have been exhausted.

Apart from the Guaranteed Student Bursary element the FE Bursary Fund is cash limited and can only be allocated whilst funding lasts.

Funding cannot be guaranteed in cases of over demand.

## GUARANTEED STUDENT BURSARY