

# Cornwall College bursary information



## Further Education - Students aged 16 – 18

### WHAT FINANCIAL SUPPORT IS AVAILABLE?

- Subsidised bus pass - if your home address is over 3 miles from college
- A Guaranteed bursary
- Free college meals
- Childcare Support – Care to Learn
- UCAS fees and a contribution to interview travelling expenses
- Bus pass – please complete the attached application form
- A subsidised bus pass will cost £399 (subject to any Local Authority funding changes)
- Please complete the attached form to apply
- If your 2015/16 household income is below £31,000 you will be eligible to apply for a bursary to cover the cost. See the attached application forms for further details

### GUARANTEED BURSARIES

Please complete the attached application form if you are aged 16 – 18 and are:

- In care
- A care leaver
- A young person (16-18 in receipt of income support in your own right)
- A disabled young person in receipt of Employment Support Allowance AND Disability Living Allowance or Personal Independence Payment

### FREE COLLEGE MEALS

Please visit [www.cornwall.ac.uk](http://www.cornwall.ac.uk)

The free school meal scheme has now been extended to include free college meals for students aged 16 – 18 whose household income meets the eligibility criteria.

If you think you may qualify, please visit our website and complete the free meal eligibility checker.

### CHILDCARE SUPPORT - CARE TO LEARN

If you are aged under 20 at the start of your course and require childcare, the cost will be paid through this funding. Please visit [www.gov.uk/care-to-learn/how-to-claim](http://www.gov.uk/care-to-learn/how-to-claim) or visit Student Services where staff will be able to assist you.

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.

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.

# Transport Application form 2016-2017

<b>STUDENT DETAILS</b>			
Title (Mr/Miss/Ms/Mrs):		Student Reference Number: Office use only	
First Name:		Surname:	
Address:			
			Postcode:
Date of Birth:		Tel No.:	
Date moved to current address:			
<b>PARENT/GUARDIAN DETAILS (If under 19)</b>			
Title (Mr/Miss/Ms/Mrs):			
First Name:		Surname:	
Relationship to Student:		Tel No.:	
Email address:			
<b>NATIONALITY &amp; RESIDENCY</b>			
Have you been a resident in the UK or EU for the past 3 years? (YES or NO)			
If NO, please provide evidence of your current immigration status			
<b>COURSE DETAILS</b>			
Course Title and Level:			
Number of Days per Week (if known):			
Campus:		1st/2nd Year (delete as applicable)	
<b>ADDITIONAL TRANSPORT REQUIREMENTS (16-18 only)</b>			
Taxi required?	YES	NO	If YES, application will need to be supported by medical evidence.
<b>PAYMENT INFORMATION</b>			
Cost		£399	
Instalments		Payable termly (£150, £150 & £99)	
How to Pay		Cash, Cheque & Card (Contact your Campus)	
<p><b>Please Note:</b></p> <p>If you have an annual household income of less than £31,000 you may be eligible for funding assistance. If so, please complete the attached bursary application form.</p>			
<b>TRANSPORT RULES AND DECLARATION</b>			
<input type="radio"/>	Ticket must be carried and shown to driver on all journeys in conjunction with Student ID.		
<input type="radio"/>	Valid for route only as indicated on front of bus pass. Not transferable to other routes.		
<input type="radio"/>	Smoking, Vaping or inappropriate behaviour on the bus will result in refusal of transport.		
Please sign to confirm you have read and understood the above terms and conditions of travel.		Student Signature	
		Date:	

## CONDITIONS OF ISSUE AND TRAVEL

- Students are expected to abide by the College Code of Conduct for the duration of every journey which require acceptable standards of behaviour at all times. Disruptive and dangerous behaviour will result in disciplinary action.
- Please co-operate with the driver at all times.
- All buses operate a no smoking policy.
- You agree to make all future payments if using the instalment option.
- A charge of £10 will be made for the replacement of lost or defaced passes.

## YOUR INFORMATION

The information you have provided on this form will be used to administer the bus services provided by Cornwall College and Cornwall Council. If the bus you use is managed by Cornwall Council, this form will be shared with Cornwall Council for the purposes of providing bus transport to enable you to attend College.

The information you have provided will also be used by Cornwall College to maintain accurate records on learners and assist in the effective management and planning of education services. Further details about how the College use your information can be found on our website [www.cornwall.ac.uk](http://www.cornwall.ac.uk) under the section Your Information.

# Bursary Application form 2016-2017

PLEASE COMPLETE THIS FORM TO APPLY FOR FINANCIAL SUPPORT

IF YOU ARE YOU STUDYING AN APPRENTICESHIP YOU ARE UNABLE TO APPLY FOR BURSARY FUNDING SUPPORT

ARE YOU:

1. In care (evidence from Local Authority to be attached)	
2. A care leaver (evidence from the Local Authority to be attached)	
3. A young person 16-18 in receipt of income support in your own right (Income Support entitlement letter to be attached)	
4. A disabled young person in receipt of Employment Support Allowance AND Disability Living Allowance or Personal Independence (evidence to be attached to be attached)	
IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE GO STRAIGHT TO DECLARATION ON PAGE 6	

ALL OTHER STUDENTS TO COMPLETE THIS SECTION:

Do you live with at least one of your parents/*guardians AND are dependent on their income?	YES
	NO
(*For bursary purposes 'Guardian' includes any adult whose income you are dependent upon) About your parents/*guardians/parent's partner/step parent with whom you live	

Surname	First Name	Relationship to you
Income of above for tax year 2015/16 :	Person 1 £	Person 2 £
	evidence required	evidence required

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 above
- 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)

## SECTION G: 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 £31,000 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 will be asked to return any bus pass funded by the FE Bursary Fund.
- I will inform Student Services if I join an Apprenticeship scheme or become eligible for a training wage.
- 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
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## 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 turndown 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  
Cornwall College St Austell  
Tregonissey Road, St Austell, Cornwall PL25 4DJ

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

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

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

Student Services  
Duchy College Rosewarne  
Camborne, Cornwall TR14 0AB

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

*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