**THE CORNWALL COLLEGE HIGHER EDUCATION (HE) BURSARY SCHEME 2015/16**

1. **Scope and Purpose**

1.1 This Bursary Guidance is for applicants, students and staff of The Cornwall College Group (also referred to here as Cornwall College)

1.2 These policy and procedures must be followed when making Cornwall College Bursary awards and are also for use when considering potential student appeals.

**2. Key responsibilities**

2.1 Overall responsibility for maintenance and operation of The Cornwall College Bursaries lies with Head of Learner Journey, Sue Jones.

2.2 The key responsibility of Student Services is to assess applications, make awards as per the Policy and Procedure and advise students of the decision/award details. Payment will then be authorised and paid via BACS.

2.3 Cornwall College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.

2.4 Cornwall College reviews its Bursary Scheme annually. Bursaries are liable to change year on year in line with government funding changes. The Student Services teams on each campus can provide information about the bursary scheme. Bursaries are administered by the Lead Student Adviser, based at Student Services at Camborne.

**3. Available Bursaries for 2015/16**

|  |
| --- |
| **3.1 Bursary 1 - Mature Student Bursary** |
| **Total number available:** 90  **Year 1 x 30**  **Year 2 x 30**  **Year 3 x 30**  **Mode of attendance:** Full time only  **Fee Category:** Home UK only  **Level of study:** HNC**,** HND, Foundation Degree or Honours Degree  **Criteria:**   * Age Over 25 * Family/household income must be less than £25,000 as per Student Finance England data * Applicants must have a UCAS status of either U/F or C/F for a Cornwall College course at time of their Bursary application or enrolled on a current Higher Education course * Applicants or the applicant’s family must be responsible for their own tuition fee loan and living expenses   **Value of award:** £750 1 year only.  **Exclusions:** Students from outside UK (e.g. EU or International)  Students repeating study  **Payment:** One year only  Cash payment into bank account £750  **Total £750**  Cash payments are paid in 3 instalments, dependant on 85% attendance, in November, January and April by BACS into the student’s bank account. |
| **3.2 Bursary 2 – Student Widening Participation Fund** |
| **Number available:** 50  **Mode of attendance:** Full time only  **Fee Category:** Home UK only  **Level of study:** HNC**,** HND, Foundation Degree or Honours Degree    **Criteria:**   * Aged under 25 * Family/household income must be less than £25,000 as per Student Finance England data. * Applicants must have a UCAS status of either U/F or C/F for a Cornwall College course at time of their Bursary application or enrolled on a current Higher Education course * Applicants or the applicant’s family must be responsible for their own tuition fee loan and living expenses     **Value of award:** £500 for 1 Year only    **Exclusions:**  Students from outside UK (e.g. EU or International)  Students repeating study  **Payment:** One year only  Cash payment into bank account £500  **Total £500**  Cash payments are paid in 3 instalments, dependant on 85% attendance, in November, January and April by BACS into the student’s bank account. |
| **3.3 Bursary 3 – Student Maintenance Grants Top Up** |
| **Number available** 65  **Mode of attendance:** Full time only  **Fee Category:** Home UK only  **Level of study:** HNC**,** HND, Foundation Degree or Honours Degree    **Criteria:**   * Aged under 25 * Family/household income must be between £25,000 and £35,000 as per Student Finance England data. * Applicants must have a UCAS status of either U/F or C/F for a Cornwall College course at time of their Bursary application or currently enrolled on an HE course. * Applicants or the applicant’s family must be responsible for their own tuition fee loan and living expenses * Applicants must be in receipt of all grants and loans available.   **Value of award:** Top up of total finance package to £6259 for students living with parents and £7434 for students living away from home for 1 year only  **Maximum Award** £1000    **Exclusions:** Students from outside UK (e.g. EU or International)  Students repeating study  **Payment:** One year only  Cash payment into bank account  Cash payments are paid in instalments in by BACS into the student’s bank account. |

**4. Administration Process for 2015/16 for Bursaries administered by Cornwall College**

**4.1 Eligibility**

4.1.1 In order to be eligible for a non-repayable Cornwall College bursary, students must fulfil the following criteria:

1. Be actively participating (as confirmed by the relevant course tutor) in a Cornwall College Degree programme on a full time basis
2. Be paying the 2015/16 tuition fee in full
3. Be in receipt of the full student Maintenance or Special Support Grant
4. Be registered as a UK student
5. Meet the appropriate income criteria as set by The Cornwall College Group and have funding confirmed and recorded by Student Finance. This income information is calculated by Student Finance England and passed on to Cornwall College.

**4.2 Application**

4.2.1 Eligible students are required to complete the appropriate application form for Student Finance and indicate their ‘consent to share’. Information about applying together with all application forms is available at <https://www.gov.uk/student-finance>

If a student does not ‘consent to share’ Cornwall College is unable to make an assessment of the student’s financial situation and therefore it is not possible to award a Bursary.

4.2.2 The opening date for applications for a bursary will be advertised on The Cornwall College Group website and also on the **Bursary application form**, which can be downloaded for completion.

4.2.3 The number of bursaries is limited, so meeting the eligibility criteria cannot guarantee an award. Bursaries will be awarded on a first come first served basis.

4.2.4 Bursaries are awarded at the discretion of The Cornwall College Group and are not a student entitlement.

4.2.5 **Applications must be received before 15th December 2015.**

**4.3 Payment**

4.3.1 Bursaries will be paid in 3 equal instalments throughout the year: on condition that the recipient has achieved a target of 85% attendance at college.

4.3.2 Where bursary eligibility changes (for example, due to non-attendance at college) Cornwall College will recover any payment by either:

* reducing any subsequent bursary payments to recover the overpaid amount (this may occur where a student is continuing with their studies)
* requesting the overpayment be repaid in full. Failure to repay the amount due may result in commencement of litigation.

**5. Outstanding fees and other monies owing to Cornwall College**

5.1 Where a student has fees or other monies owing to Cornwall College relating to their studies, Cornwall College will withhold the bursary payment until such time as the outstanding amount has been paid. Please see Cornwall College’s Fees Policy for further information about non-payment of fees.

**6. Withdrawals**

6.1 Students must be fully enrolled at the time that the Bursary payment is due. No payment will be made to students who have interrupted or suspended their studies. Students who withdraw prior to the payment date will not be entitled to a pro rata payment.

**7. Appeals**

7.1 Unsuccessful applicants wishing to appeal should write to the Student Finance Supervisor (Student Services) within 10 working days of the date of notification of the outcome of their application stating clearly the grounds for appeal. Appeals will be reviewed by the Student Finance and Welfare Manager.

7.2 Appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application. Appeals against the content of the published Cornwall College Bursary guidance itself cannot be accepted.

**HE BURSARIES 2015/16 APPLICATION FORM**

Bursaries offered by Cornwall College change year on year, therefore bursaries are valid for one year only. Bursaries for subsequent years will be subject to re-application.

Before completion, please read attached Higher Education Bursary Scheme Guidance 2015/16

***Closing date for applications 15th December 2015***

|  |  |
| --- | --- |
| Personal Details: | |
| Title: | Surname: |
| First Names: | Date of birth: |
| Contact Address: | Post Code: |
| Telephone – Landline: | Telephone – Mobile: |
| Email: | Nationality: |
| Programme Manager: | |
| Course Title: | Year of Study: |
| Bursary Applied For: (Please tick relevant box) | |
| Mature Student Bursary (over 25) | Student Maintenance Grants Top Up (under 25) |
| Student Widening Participation Fund  (under 25) |
| Student Finance Breakdown letter Enclosed | Yes |
| Declaration by Applicant:   * The information I have given in support of this application is correct and complete * I have read and understood the HE Bursary Policy * I understand that I must have accessed all the loans and grants to which I am entitled * I understand that to qualify for a bursary I must provide the evidence as stated * I will inform Student Services immediately in writing if there is a change of circumstances * I understand that if I transfer to a part time course or with draw from my course before completion, I will receive no further payments.   Applicants Signature………………………………………………………………….Date:………………………………………………. | |

**Applications cannot be accepted without a student funding breakdown letter.  
Please return the form to Student Services, Cornwall College Camborne, Trevenson Road, Pool, Redruth TR15 3RD**