

## Bursary Financial Support Guide 2024/25 16 – 18 (19-25 with an EHCP) Students

At Cornwall College we want to remove as many barriers to learning as possible. We recognise that there are costs associated with accessing education; therefore, if you are starting a full-time study programme with us, we have several bursaries available to financially support you with your studies. This Financial Support Guide is written in line with our Further Education (FE) Bursary Scheme Policy document. (Available on our College website.)

All students applying for financial assistance must be studying a Further Education course, for the academic year, September 2024 to July 2025.

All Bursary Funding applications must be made online via The Cornwall College Pay My Student Bursary portal.

***This bursary does not include students who are studying an Apprenticeship programme.***

### 16-18 FE Bursary (19-25 with an EHCP\*)

Students can apply for the 16-18 Bursary (19-25 yrs with an **\*Education & Health Care Plan**) to support with accessing and remaining in education. This bursary can be used to fund a College Travel Pass and possibly an Equipment and Uniform contribution\*.

#### Eligibility Criteria

You must live more than 3 miles from your chosen campus to be eligible for transport assistance. (Measured by Google Maps Walking)

Your total combined household income must be less than £70,000 per annum to qualify for any assistance from this bursary. See below for detail.

### What will the bursary fund?

Learners with a total combined household income of up to £35,000 will be fully funded for;

- A bus / train pass, to the value of £636. Trains passes are only provided via the local authority transport scheme. *College run routes have limited seats so you should apply as early as you can.*
- A contribution to Equipment & Uniform of £50 or £100 depending on income. This will be confirmed in your bursary confirmation letter.
- A work placement travel contribution of £100 for T-Level Learners only.

Learners with a total combined household income of £35,001 and £70,000 can receive;

- A 10% discount from the £636 cost of a bus / train pass. This will be paid in Term 3.

Priority will be given to those students on the lowest household income and an assessment of financial need will be made.

**Evidence of your total household income must be provided with your application. This could include any of the following:**

- P60 issued in April 2024 to evidence salary or a copy of three wage slips, February 2024, March 2024, and April 2024.

- If the household is in receipt of Universal Credits, we require 3 full recent monthly statements confirming the amount received, and the breakdown of the entitlement.
- A copy of a Tax Credit Award Notice (TCAN) for 2024/25, showing your income for 2023. **All** the pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible.
- If self-employed, Certified accounts or a copy of your tax return (SA302) for April 2023.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement / award letter must be provided for each benefit and the amount you receive.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024/25, which will reduce household income by 50%.

**If you are still not sure which evidence to submit, you can find a detailed Evidence Guide to help you, on our website page. PLEASE NOTE THAT NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.**

### **Free College Meals 16 – 18 (19–25 with an EHCP\*)**

This entitlement is for students who are in full time **Further Education** at The Cornwall College Group. Students must be aged between 16 and 18 years on 31<sup>st</sup> August 2024. If a student turns 19 during the academic year, they will remain eligible for free meals until the end of the academic year.

Students aged between 19-25 who are subject to a Learning Difficulty Assessment (LDA) or have an Education & Health Care Plan (EHCP\*) will also be entitled to free meals whilst at the College, **providing they meet the household income eligibility criteria** and can provide evidence to support this.

#### **Eligibility Criteria**

If the household is in receipt of any of the benefits listed below and any earned income is below **£16,190**, the student may be eligible for free meals.

- Jobseekers Allowance income based.
- ESA – income related Employment Support Allowance.
- Income Support.
- Guaranteed element of State Pension Credit.
- Child Tax Credits only (you cannot be in receipt of Working Tax credits)
- A letter from the Local Authority confirming entitlement of free meals at School

If the household is in receipt of Universal Credit benefits and any earned income is below **£7,400**, the student may be eligible for free meals.

**Evidence of your total combined household income must be provided with your application. This could include any of the following:**

- P60 issued in April 2024 to evidence salary or a copy of three wage slips, February 2024 March 2024 and April 2024.
- If the household is in receipt of Universal Credits, we require 3 full recent monthly statements confirming the amount received, and the breakdown of the entitlement.

- A copy of a Tax Credit Award Notice (TCAN) for 2024/25, showing your income for 2023. **All** the pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible.
- If self-employed, Certified accounts or a copy of your tax return (SA302) for April 2023.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement / award letter must be provided for each benefit and the amount you receive.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024/25, which will reduce household income by 50%.

**If you are still not sure which evidence to submit, you can find a detailed Evidence Guide to help you, on our website page. PLEASE NOTE THAT NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.**

## 16 – 19 (19–25 with an EHCP\*) Bursary PLUS

This is for students who are aged between 16-19 (19 – 25 with an EHCP) or 19+ continuers, and in one of the defined vulnerable groups below. Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Students should be awarded the amount of support they need to participate based on an assessment of the actual costs they have and must not be automatically awarded £1,200.

Bursary funding exists to help students with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate. The bursary fund is not intended to provide learning support – services that you give to students, for example, counselling or mentoring, or to support extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

Defined Groups:

- **Young person who is currently In Care or a Looked After child** – this will be children that are looked after by the Local Authority on a voluntary basis (Section 20 of the Children Act 1989) or under a Care Order (Section 31 of the Children Act 1989) This includes Unaccompanied 16 – 18 Asylum Seekers, under the care of the local authority.
- **Care leaver** – this is defined as: -  
A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16 **or** A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 18
- **Young person who is in receipt of Income Support or Universal Credit in their own right AND who live independently.** This shows that the young person is financially supporting themselves and anyone else who is dependent on them.
- **Disabled young people who receive both Disability Living Allowance (DLA) or Personal Independence Payment (PIP) as well as Employment Support Allowance (ESA).** You must be in receipt of both.

**What will the bursary fund?**

These students can receive up to £1200 per academic year depending on their financial circumstances and what may be required to participate in education. Students will be asked about their individual needs and will not automatically be awarded the full £1200. A meeting with your Single Point of Contact (SPOC) will take place in the first few days of your new term to discuss and apply for any additional assistance or equipment required.

If a student is awarded a bursary and travels to college using a transport pass, the cost of that pass will automatically be deducted from their bursary award. **You must live more than 3 miles from your chosen campus to be eligible for transport assistance.**

**Evidence of your personal PLUS status must be provided with your application. This could include any one of the following:**

- Written confirmation from the Local Authority of students' current Looked After, In Care or Leaving Care status (confirming that the student meets the criteria as above).
- If the student is in receipt of Universal Credits in their own name, we require 3 full recent monthly statements confirming the amount received, and the breakdown of the entitlement. We also require evidence of independence such as a signed tenancy agreement, a child benefit letter (if applicable), or a utility bill. This additional evidence must be in the students' name.
- A recent letter to confirm that the young person is in receipt of both DLA / PIP **and** ESA. The letter must also state the amount awarded.

**If you are still not sure which evidence to submit, you can find a detailed Evidence Guide to help you, on our website page. PLEASE NOTE THAT NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.**

## **Childcare Funding 16 – 19 – Care to Learn**

If you are under 20 at the start of your course, you are the main carer for your child and you are in receipt of Child benefit you may be eligible for funding towards your childcare. For more information and to apply for Care to Learn, you must apply direct via the website [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

You must notify the Bursaries Team of your Care to Learn application and provide a copy of your Child benefit letter to us, for us to approve your Care to Learn payments. Please email [bursaries@cornwall.ac.uk](mailto:bursaries@cornwall.ac.uk)

## **Residential Bursary Fund & Residential Support Scheme 16 – 19**

The residential bursary funds are aimed at supporting students on land-based programmes of study that require a residential element.

- All bursary applications must be completed on-line via the Pay My Student portal on the Cornwall College Group website. Places are subject to residential availability and applications are prioritised based on need. There is a limited amount of residential bursary fund, so it is advised to apply as soon possible.
- To ensure the financial support is in place for the start of the academic year, the closing date for the residential bursary applications is **Wednesday 31st July 2024 – the bursaries will start to be allocated after this date.**
- If you have provided the required evidence, your application will be assessed and processed, and you will normally be informed in writing of the result of your application within 21 days after the closing date. Applications received after this date may be assessed for any remaining funds.

Please be aware that the bursary **will not cover all the accommodation costs** and that you will be responsible for any remaining costs.

Gross Household Income	16–18yrs (19–25yrs with an EHCP)
Up to £42,000	Up to 90% of costs *
£42,001 to £50,000	Up to 70% of costs **

To apply for accommodation at either Duchy Stoke College or Bicton College you will need to complete the online Accommodation Application Form, found on our website under the Accommodation Tab. This is separate to the bursary application and requires a £100 application fee.

Students in private rented accommodation can also access the 16-19 Residential Bursary Fund and the Residential Support Scheme.

### Eligibility Criteria

- Your total combined household income must be less than £50,000 per annum.
- You must live more than 15 miles from the College and there is not a college nearer to your home address running the same study programme

**OR**

Your daily return journey to college takes more than 2 hours on either college or public transport

Alongside this you must have a confirmed place on a full time Further Education course at the College and have been resident in England for more than 3 years

Evidence of your total combined household income must be provided with your application. This could include any of the following:

- P60 issued in April 2024 to evidence salary OR a copy of three wage slips for February 2024, March 2024, and April 2024, showing gross income at end of March 2024
- If the household is in receipt of Universal Credit, we require 3 full recent monthly statements confirming the amount received, and the other elements which make up your payments.
- A copy of a Tax Credit Award Notice (TCAN) for 2024/25. **All** the pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible, showing page numbering.
- If self-employed, Certified accounts or a copy of your tax return (SA302) for April 2023.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement / award letter must be provided for each benefit and the amount you receive.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024/25, which will reduce household income by 50%.
- If your bursary is for private rented lodgings, you must supply a signed copy of your tenancy agreement. If you are still not sure which evidence to submit, you can find a detailed Evidence Guide to help you, on our website page.

If we need any more information from you to complete the application, we will contact you by email or in writing.

- **PLEASE NOTE THAT NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.**

\* The average amount awarded is 70%

\*\* The average amount awarded is 40%

## Definition of Terms:

### *16-18 (19-25 with an EHCP) FE Bursary Fund*

#### *1. What do we mean when we say, “household income,” “income” and “means tested”*

- If you live alone – we ask for your income only. For Bursary PLUS learners only.*
- If you live with your parent(s), all adults with an income should submit their financial evidence. This does not include siblings but does include step-parents and partners.*
- Means tested means that your application will be assessed based on the actual amount of income you receive.*
- Income should include earned and/or benefits being received by any of the above persons. Evidence of all income will be required.*

*We do understand that employment and benefit circumstances can change very suddenly. If you are no longer working or have been made redundant, we will accept a copy of your redundancy notice letter.*

*When we have all the information required, we are then able to means-test your application. This ensures that we make fair and reasoned decisions about who we can help the most.*