

## Truro & Penwith College Bursary Fund Guidance Notes 2022 – 2023 (Penwith Campus)

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING YOUR APPLICATION FORM. IF YOU NEED ANY HELP COMPLETING THE FORM OR HAVE ANY QUERIES THEN PLEASE CALL THE STUDENT SERVICES TEAM ON 01736 809407.

**Our funding for this academic year means that we will be able to offer a bursary for household incomes up to £70,000 per annum.**

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Name of applicant: Student's full name required.

Address: If you reside with parents then please clearly provide parent/student's address for communication purposes including post code.

Telephone and email address of parent, please make sure that the email address is legible as this is how we will inform you of the assessment.

Complete student's date of birth, full name of course enrolled on as this will determine whether we can assist with equipment, please state first or second year of course, and whether part or full time.

If student NOT born in UK please indicate where born and how long lived in UK and state if UK passport is held.

Household:

Please list parent/step parent/parent's partner/relative/guardian that the student lives with, showing the relationship and occupation. If you are an independent student then please go to next box.

A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married.

**Students over 19 as of 1<sup>st</sup> September 2022** who are starting a level 3 qualification, may require an Advanced Learner Loan. **Contact Michelle Boulton on 01872 305556 for further details.** If a loan is required we cannot offer help until that loan is in place.

If the student has any siblings at either Truro College, Penwith College or Callywith College, then please provide their I.D. Number as discounts can be applied for multiple applications.

Bank Details: These are required if the Council provide funding to pay the free college meals during holidays.

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If you require funding towards your travel please indicate. There are several bus companies operating in Cornwall and you will need to advise us which company you will be travelling with. Please visit First Kernow ([www.firstbus.co.uk](http://www.firstbus.co.uk)) ; Transport for Cornwall ([www.transportforcornwall.co.uk](http://www.transportforcornwall.co.uk)) which also covers the link bus scheme run by Hopleys, (please note that passes are interoperable between First and T4C); Cornwall Council ([www.cornwall.gov.uk/post16transport](http://www.cornwall.gov.uk/post16transport)) websites (for a Council bus pass or taxi travel if eligible), to see which company is going to suit your needs. **It is your responsibility to select the travel company that best suits your needs, but only one company will be eligible for a bursary. Please check all Terms & Conditions of the companies as their Terms & Conditions vary for students 19 and over.**

If you require, and are eligible, for assisted taxi travel or if you require a Council bus pass, you will also need to apply online to the Council at [www.cornwall.gov.uk/post16transport](http://www.cornwall.gov.uk/post16transport) as they provide the transport and Truro & Penwith College only provide a bursary towards the cost. However NO payments should be made to the Council as once we have awarded a bursary we will pay the Council on your behalf and then ask you for the balance once a bursary has been allocated.

So to clarify: for **ALL** Cornwall Council travel (Council Bus Pass, Taxi Travel) you will also need to apply online to the Council at [www.cornwall.gov.uk/post16transport](http://www.cornwall.gov.uk/post16transport) as they provide the transport and Truro & Penwith College only provide a bursary towards the cost. However NO payments should be made to the Council as once we have awarded a bursary we will pay the Council on your behalf.

Once you have looked at the travel websites checking which provider will suit your needs, you must indicate only **ONE** Transport Provider as a bursary can only be applied to one application.

Please indicate if you the student are a Child in Care, if you have answered yes then we will require confirmation of your situation from the Local Authority or your Social Worker.

Please indicate if you the student are a Care Leaver, if you have answered yes then we will require confirmation of your situation from the Local Authority or your Social Worker.

Please indicate if you the student are claiming Universal Credit in your own name, if you have answered yes we will require evidence of your claim. Evidence of Universal Credit is on your phone, you will need to go into your statement and click on the last months award. This will bring up how your award was calculated, you will need to screen shot the whole award and this will probably take about three screen shots for each month to show your name & address and any earnings. We require evidence of three separate months awards.

Please indicate if you the student are claiming ESA or UC together with PIP or DLA. If you have answered yes then we will need to see evidence of the claims.

If you are under 20 and require childcare you will need to apply direct online to Care2Learn, they will contact us to confirm that you are a student studying at the College and will require us to see the birth certificate of the child/ren.

If you are over 20 and require childcare you will need to complete a Childcare Form which can be obtained from our website. This will need to be completed by yourself and your childcare provider and returned to ourselves together with child/ren birth certificate/s.

You must read and tick the box confirming that all information is correct at time of application. The College has the right to void any bus passes, funds or equipment if found that you have provided false information. You should inform the College if your circumstances change. All equipment should be for your own use and your situation may be discussed with relevant colleagues. The tick indicates that you consent to the information you have provided being used by the College in accordance with the General Data Protection Regulations 2018.

#### **Assessment/Evidence:**

You will need to provide evidence of your household income and the application form lists all types of acceptable evidence. Please note that ALL pages of any current Child Tax Credit Award or Working Tax Credit Award must be submitted. If you feel there are further extenuating circumstances then please provide a letter explaining your additional circumstances. Evidence of Universal Credit is on your phone, you will need to go into your statement and click on the last months award. This will bring up how your award was calculated, you will need to screen shot the whole award and this will probably take about three screen shots for each month to show your name & address and any earnings. We require evidence of three separate months awards.

#### **Your form cannot be processed without evidence.**

From the information you provide we will assess your form and notify you by email of the assistance we can offer this will include, travel, college meal, equipment, childcare etc.

Within the email will be instructions on how to make your payment. The online portal will show the amount awarded for the year and you SELECT the termly balance to pay for whichever company you choose. For First Kernow and Transport for Cornwall the pass will be in the form of a virtual ticket via an app on your smart phone i.e. iphone, android etc. Once payment is received you will receive a code which will enable you to access your virtual ticket, you will then present your phone/ticket to the bus driver when boarding. For Council travel, once you have been accepted as eligible for transport by the Council, and the College has awarded a bursary, the Council will contact you direct with your pass. NO payments should be made direct to the Council, when you receive an email from the Council showing you are eligible and the amount you need to pay, this email should be forwarded to [penwithstudentservices@truro-penwith.ac.uk](mailto:penwithstudentservices@truro-penwith.ac.uk) whereupon we will pay the Council on your behalf and we will then require you to pay your contribution of the bus pass to ourselves.

**Return to: Student Services, Lamorna Building, Penwith College, St Clare Street, Penzance, TR18 2SA or [penwithstudentservices@truro-penwith.ac.uk](mailto:penwithstudentservices@truro-penwith.ac.uk)**