

Truro and Penwith College Bursary Application Form 2023-2024 (Penwith Campus)



Student ID number:

Name of applicant:

Address:

Post Code:

Parent telephone:

Parent email:

Date of birth:

Course title in full:

First Year or Second Year of Course?

Part time or Full Time?

Born in UK?

YES

NO

If 'NO', where were you born and how long have you lived in UK?
Is a UK passport held?

Parents/guardians in the household:

(Please list parents/guardians/parents' partners/step-parents that you live with)

Name:	Relationship:	Occupation:

If you the student live independently from parent, do you live with a partner? If YES give partner's details below:

Occupation:

Do you have any siblings at Truro/Penwith/Callywith College?

Student ID number:

Bank details:

Bank Name:	A/C No:	Sort Code:	
------------	---------	------------	--

Do You Require a Travel Bursary? YES NO

The First Kernow bus pass is valid for the academic year and is transferable between companies (Transport for Cornwall)
 If you require a Council bus pass this is provided by the Council and is not transferable. An application must be made online to the Council at www.cornwall.gov.uk/post16transport, as Penwith College only provide funding and NOT the transport

Do you have an EHCP and require taxi travel from Cornwall Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

If 'YES', an application must also be made online to the Council at www.cornwall.gov.uk/post16transport, as Penwith College only provide funding and NOT the transport.
 Please note - no payments should be made to the Council if you receive a College bursary.

PLEASE TICK WHICH TRANSPORT PROVIDER YOU HAVE CHOSEN:

First Kernow Cornwall Council bus pass Cornwall Council taxi

Are you the student a Child in Care?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes evidence is required
--------------------------------------	--

Are you the student a Care Leaver?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes evidence is required
------------------------------------	--

Are you the student claiming Universal Credit?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes evidence is required
--	--

Are you the student claiming ESA or UC <u>together</u> with PIP or DLA?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please indicate which you claim and provide evidence
---	---

If under 20, do you require childcare?	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes then apply direct online to Care2Learn
--	---

Are you the student a Young Carer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
------------------------------------	--

Do you wish to apply for Free School Meals	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

Did you receive Free School Meals at secondary school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

By ticking the box below, I certify that ALL information provided is correct. I understand that the College has the right to reclaim any bus passes, funds or equipment if I am found to have provided false information or do not complete the course. I will inform you of any changes in circumstances. All equipment is for my own use. I understand that my situation may be discussed with relevant colleagues. I consent to the information I have provided being used by the College in accordance with the General Data Protection Regulations 2018.

Bursary assessment:

We will assess your application based on the information you have provided together with evidence of your household income, which should accompany your application.

Evidence – the following can be used as proof of your household income:

1. Universal Credit (screen shots of at least last three months' statements which must show your name and address and the breakdown of your payments, together with evidence of earnings)
2. Working Tax Credit (all pages of current Award which must show your earnings)
3. Child Tax Credit (all pages of current Award which must show your earnings)
4. P60 OR last three months' payslips if employed, plus evidence of any benefits received
5. Self-Assessment Tax Calculation or letter from Accountant, plus evidence of any benefits received
6. Job Seekers Allowance
7. Employment and Support Allowance
8. Income Support
9. Housing Benefit – this should be all pages showing income and calculations
10. Private Pension together with any other earnings or benefits received
11. Pension Credit
12. Savings/investments/any other income – please include in evidence

Once your bursary has been assessed, you will receive an email response showing the amount that has been awarded to you for transport and equipment (if applicable), and whether you are entitled to a weekly paid bursary and/or a free College meal.

FOR OFFICE USE ONLY:

SIBLING: YES		NO		VIP: YES		NO	
Date received:		EFA / SFA / ALL		Email Sent:			
First Kernow Bus Pass	Cornwall Council Bus Pass	Cornwall Council Assisted Taxi Travel		Band: F/F A+ A B C			

Please return form and financial evidence to:

STUDENT SERVICES, LAMORNA BUILDING, PENWITH COLLEGE, ST CLARE STREET, PENZANCE, TR18 2SA

or email to: penwithstudentservices@truro-penwith.ac.uk

Truro & Penwith College Bursary Fund Guidance Notes 2023-2024 (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.

Page 1:

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 1st September 2023 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 or any financial help towards course related kit.

Page 2:

If you require funding towards your travel, please indicate. **First Kernow** passes will be issued to all learners eligible for funding towards travel unless you specify you require a Cornwall Council pass or Assisted Taxi transport. First Kernow passes are interoperable between First/Transport for Cornwall. **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 as they provide the transport and 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 as they provide the transport and 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.

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.

Please indicate if the student is a Young Carer as additional support can be offered.

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, 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 and 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. The First Kernow 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 directly 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 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 application form and evidence to: Student Services, Lamorna Building, Penwith College, St Clare Street, Penzance, TR18 2SA or email to penwithstudentservices@truro-penwith.ac.uk