

# Truro & Penwith College (Penwith Campus) Bursary Fund Guidance Notes 2020 - 2021

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 335165 /01736 335155 or 01736 335120.

## COMPULSORY SECTIONS:

### SECTION A: PERSONAL DETAILS

This is for the personal details of the student. If you are an Asylum Seeker please contact the Student Services Team on one of the above numbers.

Please clearly provide parent's email address for communication purposes.

If your circumstances or course applied for change, you must inform Student Services, failure to do so could invalidate your application.

**Students over 19 as of 1<sup>st</sup> September 2020** who are starting a level 3 qualification, may require an Advanced Learner Loan. **Contact Annabel Aitken on 01872 308193 for further details.** If a loan is required we cannot offer help until that loan is in place.

### SECTION B: HOUSEHOLD

#### **B1: About your Parents/Guardians/Parent's Partner/Step Parent**

You must include information on all the above living in your household. Please indicate if there are siblings under the age of 19 living in the household and if any siblings are attending either Truro, Penwith or Callywith Colleges (together with ID number) as discounts may be available for multiple applications. A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married.

#### **B2: For Students Not Living with Parents/Guardians**

This section to be completed by independent students/independent students living with a partner.

### C: EVIDENCE

**Please indicate who is providing the evidence by circling option 1, 2 or 3.**

1. To be completed by the parents/guardian/parent's partner/step parent of students living at home under the age of 19.
2. For students under 19 living independently from parent, include partner's details if applicable.
3. For students over 19 at the START of their study programme (this does not apply to students starting the second year of a two-year course), include partner's details if applicable.

Please provide clear, up-to-date COPIES of income evidence (do not send originals as they cannot be returned). If you receive Working Tax Credits and/or Child Tax Credits please provide a complete copy (all pages) of your current award. If you receive Universal Credit we require a printed screen shot of your award and if you are working this must be accompanied with a P60 or your last three months' payslips.

If your award is under renewal, please mention this on the form. A provisional assessment will be made but as soon as you receive your up-to-date award it will need to be submitted for this assessment to be confirmed. If you are not eligible for the above Tax Credits due to your income, please provide your most recent P60 or your last 3 months' payslips.

If you are **self-employed** then you must provide your most recent Self-Assessment and/or a letter from your Accountant (on Accountant's headed paper).

If you are in receipt of a **private pension** please provide evidence in the form of advice slips/pension statement or a bank statement.

If you are **unemployed** we will need to see evidence from within the last six months of any benefits received from the list below, making sure that **all pages** of any benefits are provided:

Job Seeker's Allowance  
Employment and Support Allowance  
Income Support  
Housing Benefit - to include earnings and calculation pages  
Universal Credit  
Pension Credit

If your circumstances do not fit any of the above criteria or if you have any other income/savings not mentioned on the form, please provide details.

### **SECTION I: DECLARATION**

The declaration must be signed by both student and parent/guardian (where applicable). Please include the parent's email address. It is important that you have read and understood the information. Please "tick" the box confirming you have read the guidance notes.

## **NON-COMPULSORY SECTIONS:**

### **SECTION D: BUS PASS - Funding available for one option only. Not available to part-time courses.**

#### **Truro & Penwith College "First Kernow" Bus Pass**

This can be used evenings, weekends and holidays and is divided into four categories:

**Household income under £16,000** – subsidised rate of £50 per year payable in termly instalments.

Autumn Term £20, Spring Term £15 and Summer Term £15.

**Household income £16,001 - £22,000** – subsidised rate of £130 per year payable in termly instalments.

Autumn Term £55, Spring Term £40 and Summer Term £35.

**Household income £22,001 - £31,000** – subsidised rate of £260 per year payable termly instalments.

Autumn Term £110, Spring Term £80 and Summer Term £70.

**Household income above £31,000** – full rate of £530 per year payable in termly instalments.

Autumn Term £210, Spring Term £160 and Summer Term £160.

#### **Cornwall Council Bus Pass/Assisted Taxi Travel. Not available to part-time courses.**

This is for travel to and from college only and is offered at the same proportional discount as the Truro & Penwith College bus pass. This form is for **funding only** towards the Council Pass/Assisted Travel, an additional on-line application must be completed and the Cornwall Council reference number inserted on form. If you receive a bursary from ourselves, payments should be made to Truro & Penwith College **ONLY** and **not** to the Council. To see criteria for the Cornwall Council Pass please visit their website on [www.cornwall.gov.uk/college\\_transport](http://www.cornwall.gov.uk/college_transport)

Concessionary Bus Passes are available free of charge from the Council if you meet with their criteria. To see if you are eligible log on to their website [www.cornwall.gov.uk](http://www.cornwall.gov.uk), follow link to Transport & Streets / Apply for a bus pass. If accepted please advise us accordingly.

**Although this main application is renewable annually, the bus pass is issued TERMLY as it is dependent upon 90% attendance each term. Therefore, students will need to renew their bus pass before the end of each term. No**

further reminders will be sent to you regarding renewal but advice on this will be posted on the college plasmas/bulletins/intranet towards the end of each term.

**E: ADDITIONAL SUPPORT – Not available to part-time courses.**

Vulnerable learners (as defined by the Government) are eligible for a weekly bursary which is attendance based. Only **students** who can answer “yes” to any of the questions need complete this section. You must provide evidence linked to the appropriate circumstance:

**In Care** or a **Care Leaver** - you must provide a letter confirming your current or previous looked-after status from the Local Authority which looks after you or provides your Learning Care Services.

If you, the student, are in receipt of **Income Support** or **Universal Credit** in your own right, we require a letter from the Benefits Agency outlining the details of your benefit.

If you are a disabled student in receipt of Universal Credit or Employment Support Allowance **AND ALSO** in receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP), please provide a letter from the Benefits Agency confirming **BOTH** awards.

**SECTION F: FREE SCHOOL MEALS - Not available to part-time courses.**

For 16 – 18 year olds/or up to 25 year olds in receipt of Universal Credit or Employment Support Allowance plus Disability Living Allowance (DLA) or Personal Independence Payment (PIP) who have a Learning Development Agreement (LDA) or Education, Health Care Plan (EHCP).

Your child might be able to get free school meals if you get any of the following:

Income Support

Income-based Jobseeker’s Allowance

Income-related Employment and Support Allowance

Support under Part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

**Universal Credit - if you applied on or after 1 April 2019 your household income must be less than £7,400 a year (after tax and not including any benefits you get).**

The college runs a cashless catering system and the meal allocation of £2.41 is automatically loaded onto the student’s identity card each day that they are timetabled to be in college. It is a totally anonymous system. Please note that this amount does not carry over to the following day if not used.

**SECTION G: EQUIPMENT/DISCRETIONARY FUNDING**

Discretionary funding is available to those students who are on a low income **AND** studying a specialised course (i.e. Art, Photography, Hair & Beauty, Catering and Automotive & Construction) that incurs costs for course specific materials. It is not intended to cover the entire cost of course materials and students will be expected to make a contribution.

If you require assistance with kit/uniform (i.e. hair & beauty courses or catering courses) this is income based. We will advise you by email as to what assistance can be given when we have assessed your application. You should then provide us with your receipt/invoice and we will arrange for the appropriate refund.

**There is no automatic entitlement to Equipment/Discretionary Funding and funding is limited.**

## **SECTION H: CHILDCARE**

Students **under 20** who require childcare will need to apply direct to the Care to Learn Scheme. For further information on the Care to Learn Scheme go to [www.gov.uk/caretolearn](http://www.gov.uk/caretolearn) or contact your local Young People's Centre.

If you are over 20 and require help with childcare costs, please contact the Student Services Team and we will send you the relevant application form, the form is also on the website. **We do not cover costs during holiday periods.**

**ALL CHILDCARE COSTS ARE LIMITED TO A MAXIMUM OF £5 PER HOUR AND AVAILABLE TO STUDENTS WITH A MAXIMUM HOUSEHOLD INCOME OF £21,000 P.A.**

Please note that if you are 20 and over at the start of your course, in order to qualify for childcare funding, your course **MUST** be fully funded by SFA/Advanced Learner Loan.

## **WHAT HAPPENS NEXT**

Online applications with scanned income evidence should be sent to [penwithstudentservices@truro-penwith.ac.uk](mailto:penwithstudentservices@truro-penwith.ac.uk) and postal applications should be sent together with physical copies of your income evidence to [Student Services, Nanjizal Building, Penwith College, St Clare Street, Penzance, TR18 2SA](#) as soon as possible. We will email you to tell you of your eligibility for funding and ways to make payment. Please note the deadline for applications to be processed in time for the start of the Autumn Term is **Friday 7<sup>th</sup> August, 2020**. Applications received after this date will be processed as soon as possible with priority given to first-year applications.

Please remember your application cannot be processed unless you complete all **COMPULSORY SECTIONS** of the form making sure you sign the Declaration **AND** provide copies of your **HOUSEHOLD INCOME EVIDENCE**.

Any financial assistance granted is based on satisfactory attendance, as recorded on the college MIS system, and adhering to your Learning Agreement. **It is the student's responsibility to ensure that their attendance record on MIS is accurate.**

**This application is only valid for one year and students returning to college for the 2021/2022 academic year will need to reapply with up-to-date evidence in the Summer Term 2021 before completing their first year.**

There may be additional discretionary funding for students who are 19 and over at the **START** of their study programme. Contact Student Services for details.

Students with an on-going medical condition should provide evidence as soon as possible to Student Services so that this can be taken into consideration when renewing their bus pass. All absences must be reported to the relevant Curriculum Secretary – telephone numbers can be found in the student handbook.

**It is the student's responsibility to replace any lost bus passes/ID cards at a small charge.**

**Although this main application is renewable annually, the bus pass is issued **TERMLY** as it is dependent upon 90% attendance each term. Therefore, students will need to renew their bus pass before the end of each term. No further reminders will be sent to you regarding renewal but advice on this will be posted on the college plasmas/bulletins/intranet towards the end of each term.**