

# THE CORNWALL COLLEGE HIGHER EDUCATION (HE) BURSARY SCHEME 2020-2021 (for Undergraduates only Cert Ed, PGCE and MSc students are exempt)

## 1. Scope and Purpose

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

- Overall responsibility for maintenance and operation of The Cornwall College Bursaries lies with the Head of Higher Education.
- The key responsibility of the Head of Higher Education with the support of the Student Experience Manager (HE) is to assess applications and confirm awards as per the Procedure. Students will be advised and payment will be authorised and paid through the Student Finance team via BACS.
- Cornwall College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.
- Cornwall College reviews its Bursary Scheme annually. Bursaries are liable to change year on year in line with government funding changes.

## 3. Available Bursaries for 2020-2021

The criteria set out in the guidance below has been written in line with our Access and Participation Plan for 2020/21 to 2024/25 with the intent of ensuring the limited funds are allocated to identified target groups. In the instance of Postcode, those in areas of low participation rates will be prioritised. For more information about Polar4 please see <https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/>

Number Available	Amount Awarded	Criteria ( <i>Evidence source</i> )
100	£500 (pro rata for PT students)	<ul style="list-style-type: none"> <li>• Students on undergraduate HE Provision (<i>Enrolment</i>)</li> <li>• Household income £25,000 or under. (<i>HEI Portal</i>)</li> <li>• Priority given to students who haven't been in receipt of bursary previously and from underrepresented groups as identified by:               <ol style="list-style-type: none"> <li>1. Postcode (areas of low participation) (<i>OfS</i> <a href="https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/">https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/</a>)</li> <li>2. Disability (<i>Declared on enrolment, ProMonitor or HEI Portal</i>)</li> <li>3. Care Leaver (as defined by any adult who has spent time in care) (<i>Self-declared</i>)</li> </ol> </li> </ul>

Awards will be made in two instalments in December and April - will be dependent on production of the required evidence and 85% course attendance.

### Eligibility

- Be enrolled/holding an offer (as confirmed by Registry) on a Cornwall College HE programme on a full or part time basis
- Be paying the expected tuition fee in full
- Have applied for an in receipt of the full student maintenance loan prior to the bursary application
- Be registered as a UK Student.
- Meet the appropriate income criteria as set as less than £25,000 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. Administration Process for 2020-2021 for Bursaries administered by Cornwall College

### 4.1 Application

- 4.1.1 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>
- 4.1.2 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.
- 4.1.3 The opening date for applications is **1<sup>st</sup> October 2020** and forms will be available to download on The Cornwall College Group website.
- 4.1.4 The number of bursaries is limited, so meeting the eligibility criteria cannot guarantee an award. Bursaries will be awarded by priority area. In the event of a tie-break situation we will use the date of application to make the final decision on the award.
- 4.1.5 **Bursaries are awarded at the discretion of The Cornwall College Group and are not a student entitlement.**
- 4.1.6 **Applications must be submitted electronically received before noon on 31<sup>st</sup> October 2020**

### 4.2 Payment

- 4.2.1 Bursaries will be paid in 2 equal instalments throughout the year: on condition that the recipient has achieved a target of 85% attendance at college.
- 4.2.2 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 Head of HE within 10 working days of the date of notification of the outcome of their application stating clearly the grounds for appeal.
- 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.