

THE CORNWALL COLLEGE HIGHER EDUCATION (HE)

Hardship SCHEME 2020-2021 (for Undergraduates only Cert Ed, PGCE and MSc students are exempt)

1. Scope and Purpose

- This Hardship 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 Hardship 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 Head of Higher Education with the support of the Student Experience Manager (HE) to assess applications and confirm awards as per the Policy and Procedure and advise students of the decision/award details. Payment will then be authorised and paid through Student Services via BACS.
- Cornwall College is committed to a fair and transparent policy in respect of the award and administration of its financial support.
- Cornwall College reviews its Bursary Scheme annually. Hardship funds are liable to change year on year in line with government funding changes. The HE Team and Student Experience Manager teams on each campus can provide information about the Hardship scheme.

3. Available Funds

The purpose of this fund is to:

- Assist those who need financial help to meet particular costs, which are not already being met from statutory or other sources of funding
- Alleviate cases of severe financial hardship
- Meet unexpected financial crises
- Intervene in cases where the level of hardship is enough to prejudice the student's continuance on the course.

Hardship funding will be allocated on a flexible basis according to assessment of need, with no minimum award. Awards will not normally exceed £600.

4. Allocation of Funds

- The hardship fund is administered through the Student Experience Team on Campus who will support you in completing the application.
- The member of the Student Experience team will assess your application and should they support it, will put it forward to a panel for final assessment and award.
- The panel will be chaired by the Head of Higher Education / Student Experience Manager for HE

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 hardship payment is applied for. 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 Hardship guidance itself cannot be accepted.

HE Hardship 2020-2021 APPLICATION FORM

Amounts awarded will take into consideration your immediate circumstances, but will not exceed £600

Please read the guidance notes carefully before applying:

| | |
|---|---------------------|
| Personal Details: | |
| Title: | Surname: |
| First Names: | Date of birth: |
| Contact Address: | Post Code: |
| Telephone – Landline: | Telephone – Mobile: |
| Email: | Nationality: |
| Programme Manager: | |
| Course Title: | Year of Study: |
| | |
| Name on Account | |
| Sort Code | |
| Account Number | |
| | |
| Student Funding Details | |
| What type of funding have you applied for or are in receipt of? | |
| Student Maintenance Loan | |
| Other | |
| When did you submit your application for funding? (Please provide evidence) | |
| Have you applied for or are you in receipt of a TCCG HE Bursary? | |
| Details of Expenditure and why you require an HE Hardship Payment | |
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| Please provide the member of staff supporting you with this application with copies of the following: | |

THE CORNWALL COLLEGE GROUP

Current account balance
Previous Months Bank Statement
Rental Agreement
Estimated cost of weekly bills/costs
Student Loan Company correspondence

Please use the space below for any additional information to support your application

Declaration by Applicant:

- The information I have given in support of this application is correct and complete
- I have read and understood the HE Hardship Guidance
- I understand that to qualify for a Hardship Payment I must attach the evidence as stated
- If successful in my application, I will complete any online financial support questionnaire as requested by Cornwall College.

Applicant Signature.....Date:.....