

## THE CORNWALL COLLEGE HIGHER EDUCATION (HE) BURSARY SCHEME 2021-2022 (for Undergraduates only).

Cert Ed, PGCE and MSc students are not eligible to apply for this bursary.

### 1. Scope and Purpose

- 1.1. This Bursary Guidance is for applicants, students and staff of The Cornwall College Group (also referred to here as Cornwall College)
- 1.2. 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

- 2.1. Overall responsibility for maintenance and operation of The Cornwall College Bursaries lies with the Head of Higher Education.
- 2.2. The key responsibility of the Head of Higher Education with the support of the Student Experience Manager (HE) is to ensure that the process as outlined below is followed and to confirm awards inline with agreed criteria. Students will be advised and payment will be authorised and paid through the Student Finance team via BACS.
- 2.3. Cornwall College is committed to a fair and transparent policy in respect of the award and administration of its bursaries.
- 2.4. 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 2021-2022

- 3.1. There are 100 bursaries available of £500 (pro-rata for part time students).
- 3.2. These will be awarded based on key criteria for all applicants and specific criteria to identify those most in need of the support. The total allocation will be awarded on a first come first served basis based on the date an application has been submitted
- 3.3. Awards will be made in two instalments in December and April. Payments will be dependent on production of the required evidence and 85% course attendance.

### 4. Eligibility and Criteria

- 4.1. 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.
- 4.2. **Students must meet the following criteria:**
  - 4.2.1. Be enrolled / holding an offer (as confirmed by Registry) on a Cornwall College HE programme on a full or part time basis
  - 4.2.2. Be paying the expected tuition fee in full
  - 4.2.3. Be registered as a UK Student.
  - 4.2.4. Have applied for and be in receipt of the full student maintenance loan prior to the bursary application.
  - 4.2.5. In addition, students who fall into one or more of the following categories will be prioritised for funding support
    - a) Students who haven't been in receipt of bursary previously (*Evidence source: ProSolution / previous records*)
    - b) Those from under-represented groups as identified by:

- i. Declared disability at stated on enrolment (*ProSolution or HEI Portal*)
- ii. Care leaver (as defined by any adult who has spent time in care) (*Self-declared*)
- iii. Areas of low participation based on postcode: In the instance of postcode, those in areas of low participation rates will be prioritised. These will be those where the postcode states 'yes' in a Uni Connect target area. For more information about Polar4 please see <https://www.officeforstudents.org.uk/data-and-analysis/young-participation-by-area/>

### Administration Process for 2021-2022 for Bursaries administered by Cornwall College

#### 5. Application

- 5.1. Apply here: <https://www.cornwall.ac.uk/university/universiry-financial-support/>
- 5.2. If you have applied for student finance and have given your 'consent to share' we will be able to use this information to view your household income. If a student does not 'consent to share' with Student Finance England, Cornwall College is unable to make an assessment of the student's financial situation and therefore it is not possible to award a Bursary.
- 5.3. The opening date for applications is **1<sup>st</sup> October 2021** and forms will be available to download on The Cornwall College Group website. Apply here: <https://www.cornwall.ac.uk/university/universiry-financial-support/>
- 5.4. The number of bursaries is limited and therefore meeting the eligibility criteria cannot guarantee an award. Bursaries will be awarded by priority area. In the event of a more applications than funds available, we will use the date of application to make the final decision on the award.
- 5.5. **Bursaries are awarded at the discretion of The Cornwall College Group and are not a student entitlement.**
- 5.6. **Applications must be submitted electronically received before noon on 31<sup>st</sup> October 2021**
- 5.7. Applications will be processed from 1<sup>st</sup> November and notified after this date. A panel will review successful applications prior to awarding funds. We will inform all those who have been successful by the end of November 2021.

#### 6. Payment

- 6.1. 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.
- 6.2. Where bursary eligibility changes (for example, due to non-attendance at college) Cornwall College will recover any payment by either:
  - 6.2.1. Reducing any subsequent bursary payments to recover the overpaid amount (this may occur where a student is continuing with their studies)
  - 6.2.2. Requesting the overpayment be repaid in full. Failure to repay the amount due may result in commencement of litigation.

#### 7. Outstanding fees and other monies owing to Cornwall College

- 7.1. Where a student has fees or other monies owing to Cornwall College relating to their studies, Cornwall College may 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.

#### 8. Withdrawals

8.1. 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.

### **9. Appeals**

- 9.1. 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.
- 9.2. 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.