

## THE CORNWALL COLLEGE FURTHER EDUCATION (FE) BURSARY SCHEME 2023-24

### 1. Scope and Purpose

- 1.1 This bursary guidance is for applicants, students and staff of the Cornwall College Group (also referred 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 student appeals.
- 1.3 This policy relates to all learners who are studying a Further Education study programme but does not include those enrolled on an apprenticeship or traineeship.

### 2. Key Responsibilities

- 2.1 Overall responsibility for maintenance and operation of the Cornwall College Group Bursaries lies with the Student Finance Manager
- 2.2 The key responsibility of the Student Finance Manager with the support of the Student Bursary Coordinator is to ensure that the process outlined below is followed and to confirm awards in line with agreed criteria. Students will be advised and any payments will be made on your behalf or 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 the 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 2023-2024 for 16-18 (19-25 with an EHCP)

- 3.1 16-18 Further Education Bursary to support with Travel Costs, Childcare (Care to Learn) and Free College Meals.
  - 3.1.1 **Travel Costs:** Learners living 3 miles or more from their chosen campus can receive financial support towards the cost of a travel pass.
  - 3.1.2 **Free College Meals:** Eligible learners can claim a meal voucher to the value of £4.50 per day, during timetabled days.
  - 3.1.3 **Childcare:** Care to Learn is a government funding scheme to support parents under 20 years of age with childcare costs. This childcare support will not affect your own or your family's benefits or allowances
- 3.2 **16-18 Bursary PLUS:** Up to £1200 per year. £600 of this will be to support with travel costs with the remainder being for identified, individual needs.
- 3.3 **16-18 Residential Bursary:** Some learners may need to be resident during term-time in order to participate because their chosen course is not available locally. The Residential Bursary Fund (RBF) is intended to provide financial support towards the costs of accommodation

### 4. Eligibility and Criteria for 16-18 and / or 19-25 with an EHCP

- 4.1 The criteria set out in the guidance below has been written with the intent of ensuring that limited funds are allocated to identified target groups.
- 4.2 **Students applying to the 16-18 Bursary must meet the following criteria:**
  - 4.2.1 Be enrolled / holding an offer (as confirmed by Registry) on a Cornwall College FE programme.
  - 4.2.2 Be registered as a UK student
  - 4.2.3 Aged under 19 years old on 31<sup>st</sup> August 2023

- 4.2.4 Have a combined household income of less than £70,000 \*. Learners will be assessed on the annual gross taxable household income of all members of the household. Awards will not be made where a learner's household income is above the threshold. \* *There are two thresholds for Transport bursary, one for those with a household income of under £35,000 and another for those with a household income between £35,001 and £70,000. Awards will differ in each category.*
- 4.2.5 Eligibility for Free College Meals will have a household income of lower than £16,190 (If receiving Universal Credit, net earnings will not exceed £7,400 per annum). Learners who are in receipt of benefits in their own right will also qualify.
- 4.2.6 Childcare support from Care to Learn is for those learners aged 16-20. Eligibility is not income based but the child(ren) must be placed in an OFSTED registered childcare provider.
- 4.2.7 To receive a 16 – 18 Bursary PLUS, the learner must be; in care, a care leaver, or receiving Income Support or Universal Credit due to financially supporting themselves.
- 4.2.8 To qualify for a Residential Bursary the learner must have a daily travel time of 2 or more hours from their campus of study. Combined household income must be below £50,000 for this specific bursary.

## 5. Available Bursaries for 2023-2024 for 19+ AEB (Adults) & Advanced Learner Loan

- 5.1.1 19+ Further Education Bursary to support with tuition fees, learner travel, childcare, essential equipment and resources, trips, professional memberships.
- 5.1.2 **Tuition Fees;** Depending on age, qualifications undertaken and/or benefits/allowances claimed, learners may not have to pay tuition fees. In certain circumstances, learner's tuition fees may be funded by the FE Bursary Support Fund. Learners will need to check with the central Registry Office on campus to see if they are eligible for fee remission or an Advanced Learner Loan.
- 5.1.3 **Mileage:** Support to assist with transport is available to learners aged 19 or over at the start of their course. Learners will receive a monthly contribution towards travel costs. This is set at a refund of 30 pence, per mile for those learners who live 3 miles from their campus. Advanced Learner Loan applicants will be capped at £80.00 per month. We will calculate your round trip for the days that you attend timetabled sessions at College. All mileage allowances are paid direct to the learner, in arrears, after the month end. We are unable to support learners living within a three-mile radius of the campus they are attending.
- 5.1.4 **Childcare:** Assistance may be granted towards the cost of childcare for eligible learners with dependent children aged up to 14 years (18 for children with a disability). Support will be considered only for Ofsted registered childcare. Informal childcare (e.g. provided by a relative) cannot be supported. Learners who have an unemployed partner will not normally be supported with Childcare funding. Funding will be limited to a maximum of £6.00 per hour. Please check that there are no price increases intended for the forthcoming year. Payment is for time-tabled tuition hours only. You must utilise any free government child care hours that you already have. The fund will support any hours required above those. Childcare assessments may be subject to change once your timetable has been confirmed. If the stated hours on your application form are more than your confirmed timetabled hours your childcare allocation will be reduced accordingly. If you decide to change Provider the College is unable to pay notice given to your childcare provider. This cost will

have to be met by the learner. All learners supported with childcare costs are expected to pay for all ancillary charges e.g., nappies, trips out etc. The Fund is unable to pay for childcare if the learner is absent from college and has not contacted their tutor or Student Finance to report the circumstances or illness; in such cases the learner will be expected to pay 100% of the cost of the childcare for the duration of the absence. Payments for childcare will be made directly to the childcare provider monthly, in arrears, upon receipt of a timesheet. Retainers for the summer holiday period is not covered by the FE Bursary Fund. **Please do not assume childcare will be paid until you receive a letter stating how much support has been allocated to you. Childcare will only be backdated to the beginning of the term in which we receive the completed application forms.**

**5.1.5 Essential Equipment and Resources:** in some instances, you may require essential equipment and resources to complete your course. The College can purchase these on the learner's behalf through our own suppliers. No refunds will be made for purchases that have not been assessed and approved by the Student Finance team. Learners can apply to loan a College Laptop for the duration of their studies, and these are issued on a first come first served basis.

**5.1.6 Residential Access Fund.** The Residential Access Fund (RAF) is intended to provide financial support towards the costs of accommodation for those aged 19+. Please contact the Residential team for further information. This bursary is assessed on your own personal income of no more than £28,000 per annum. This is not a bursary to support a permanent move. You are expected to retain your home address.

## **6. Eligibility Criteria for learners aged 19+**

6.1 The criteria set out in the guidance below has been written with the intent of ensuring that limited funds are allocated to identified target groups.

6.2 Students applying to the 19+ Adult Bursary must meet the following criteria:

6.2.1 Be enrolled / holding an offer (as confirmed by Registry) on a Cornwall College FE programme.

6.2.2 Be registered as a UK student

6.2.3 Be aged 19 years old from 1<sup>st</sup> September 2022

6.2.4 Have a personal individual income of £28,000 or less per annum.

6.2.5 Bursary payments will only be released if attendance is 90% or more. If attendance falls below this level, financial assistance will be withheld.

6.2.6 The Residential Access Fund is specifically for those campuses that deliver specialist provision. This is only available if the learner's chosen course is not available locally, and the learner lives more than 2 hours travel time and they may need to be resident during term-time in order to participate. Learners receiving Housing Benefit are not eligible.

### **Administration Process for 2023-24 for FE Bursaries administered by Cornwall College**

## **7. Application:**

7.1 All bursary applications are to be made online to the College's Bursary Portal (Pay My Student) via the College's website.

7.2 The opening date for applications will be June 2023.

- 7.3 The number of bursaries is limited and therefore meeting the eligibility criteria cannot guarantee an award. Bursaries will be awarded on a first come, first served basis \*. In the event of more funds becoming available, we will use the date of the initial application to make a final decision. \* Residential Bursaries are prioritised and assessed on need.
- 7.4 Bursaries are awarded at the discretion of the Cornwall College Group and are not a student entitlement.
- 7.5 Applications will be processed from June 2023 and learners notified within 28 days of application. All learners will be notified of any bursary decisions and updates via the email address used on the college application form.
- 7.6 **Late applications, once assessed, will only be backdated to the beginning of the term in which we receive the completed paperwork.**

## **8. Assessment of Application**

- 8.1 16 – 18 (19 – 25 with an EHCP) learners will be assessed on the annual gross taxable household income of the learner, the learner's partner or the learner's parents as appropriate. Awards will not be made where a learner's household income is above the threshold.
- 8.2 19+ AEB & Advanced Learner Loan learners will be assessed on their own personal income of no more than £28,000 per year.
- 8.3 **Evidence required to show household income could include any of the following:** P60 issued by current employer dated April 2023. Universal Credit, x 3 full award details, for 3 consecutive months Feb / Mar / April 2023. All awards must show your name, address, the amount you were awarded and include all deductions and earnings. Details of finalised accounts for self-employment for 2021/22. Tax credit award letter for 2023/2024 showing finalised income for 2022/2023. Written confirmation of the young person's current or previous looked after status. If you cannot access any of the above documents, you should apply to HMRC for a Certificate of Earnings for 2022/23. This will be accepted. You will need one for each responsible adult of the household.

## **9. Payment**

- 9.1 Course Fees: Any course fees will be paid direct to the College from the Student Finance team
- 9.2 Travel Payments: For 16-18 learners who are travelling on college buses the cost of their bus pass will be paid direct to the travel provider. Adult learners will receive monthly travel reimbursement of 30p per mile, in arrears by BACs, dependent on attendance being 85% or greater. Advanced Learner Loan learners mileage will be capped at £80 per month
- 9.3 Free College Meals will be provided by the college up to the value of £4.50 per day.
- 9.4 Childcare Payments. These will be paid direct to the childcare provider from the College. Attendance will be monitored and if falls below 90% payments could be withheld and the learner responsible for any fees incurred.
- 9.5 Equipment and Resources. These should always be purchased by the College unless prior agreement from the Student Finance team.

## **10. Outstanding fees and other monies owing to Cornwall College**

- 10.1. 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.

## **11. Withdrawals**

11.1 Learners must be fully enrolled at the time that the bursary payment is due. No payment will be made to learners who have interrupted, suspended or withdrawn from their studies.

## **12. Appeals**

12.1 Unsuccessful applicants wishing to appeal should write to the Student Finance Manager within 10 working days of the outcome notification. Within this please explain the grounds for appeal.

12.2 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.

12.3 Decisions regarding the payment or non-payment of monies from the fund will be made in accordance with government guidelines and the conditions of this policy.