

THE CORNWALL COLLEGE HIGHER EDUCATION (HE) ACCOMMODATION

BURSARY SCHEME 2023-2024 (for Undergraduates only). Cert Ed, PGCE and MSc students and HE learners in years 2 and 3 are not eligible to apply for this bursary.

1. Scope and Purpose

- 1.1. This Accommodation 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 Accommodation 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 Accommodation scheme lies with the Head of Higher Education.
- 2.2. The key responsibility of the Head of Higher Education with the support of the Student Finance Manager 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 Accommodation Scheme.
- 2.4. Cornwall College reviews its Accommodation Scheme annually. Accommodation Bursaries are liable to change year on year in line with government funding changes.

3. Available Accommodation Bursaries for 2023-2024

- 3.1. There are 40 bursaries available of £1000
- 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 three instalments in September, January and April dependent on the production of the required evidence. Payments for January and April will also be dependent on at least 80% course attendance and / or on track to achieve your qualification. This is inline with all other College HE Bursaries as identified in the Access and Participation Plan.

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 as a 1st Year HE student to a Cornwall College Group course.
 - 4.2.2. Be enrolled / holding an offer (as confirmed by Registry) on a Cornwall College HE programme on a full time basis
 - 4.2.3. Be paying the expected tuition fee in full
 - 4.2.4. Be registered as a UK Student.
 - 4.2.5. Have applied for and be in receipt of the full student maintenance loan prior to the bursary application and have a household income of less than £25,000 per annum, as assessed by Student Finance England
 - 4.2.6. The student address is different to their home-time address whilst studying

- 4.2.7. Able to provide a dated tenancy agreement for the academic year 2023/24

Administration Process for 2023-2024 for Bursaries administered by Cornwall College

5. Application

- 5.1. The opening date for applications is **Wednesday 16th August 2023** and you will be able to apply via The Cornwall College Group website
- 5.2. When applying you will need to indicate that you are in receipt of a full maintenance loan and that your household income is below £25,000 per year.
- 5.3. If you are currently self-funding, you will need to supply evidence of household income. Evidence includes P60, payslips, bank statements.
- 5.4. The number of accommodation 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 applications than funds available, we will use the date and time 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
- 5.7. Applications will be processed from 1st August 2022 and notified after this date. A panel will review successful applications prior to awarding funds. We will inform all those who have been successful during the month of August / September 2023.
- 5.8. We may contact successful applicants to provide a short online statement of the impact that the Accommodation Bursary has had on the ability to attend the course.

6. Payment

- 6.1. Bursaries will be paid in 3 instalments throughout the year on condition that the recipient has achieved a target of at least 80% attendance or on track to achieve your qualification.
- 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 accommodation 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.