

THE CORNWALL COLLEGE HIGHER EDUCATION (HE)

Hardship SCHEME 2023-2024 (for Undergraduates only).

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

1. Scope and Purpose

- 1.1. This Hardship 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 Hardship 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 Head of Higher Education is to ensure that the policy and process for this hardship fund is followed correctly and fairly. Payment will then be authorised and paid through Cornwall College Student Finance via BACS.
- 2.3. Cornwall College is committed to a fair and transparent policy in respect of the award and administration of its financial support.
- 2.4. Cornwall College reviews its hardship annually. Hardship funds are liable to change year on year in line with government funding changes. The HE Team and Student Experience team on each campus can provide information about the Hardship scheme.

3. Available Funds

The purpose of this fund is to:

- 3.1. Assist those who need financial help to meet particular costs that are not already being met from statutory or other sources of funding.
- 3.2. Alleviate cases of severe financial hardship.
- 3.3. Meet unexpected financial crises such as loss of employment, increase in rent costs, loss of transport etc.
- 3.4. Intervene in cases where the level of hardship is enough to prejudice the student's continuance on the course.
- 3.5. Hardship funding will be allocated on a flexible basis according to assessment of need, with no minimum award. Awards will not normally exceed £600 over the academic year.

4. Eligibility Criteria and Evidence

- 4.1. Be able to evidence current financial hardship. Evidence may include:
 - 4.2. Current bank account balance
 - 4.3. Previous months bank statement
 - 4.4. Rental Agreement (where relevant)
 - 4.5. Estimated cost of weekly bills / costs
 - 4.6. Student Loan Company correspondence (if relevant)

5. Allocation of Funds

- 5.1. The hardship fund is administered through the Student Experience Team on Campus who will support you in completing the application.
- 5.2. The member of the Student Experience team will assess your application using your current financial information and should they support it, will put it forward for final assessment and award.

- 5.3. The final assessment will be confirmed, post a review of the information available, as agreed by the Head of Higher Education and / or Student Experience Manager for HE and / or Student Finance Manager.
- 6. Outstanding fees and other monies owing to Cornwall College**
- 6.1. Where a student has fees or other monies owing to Cornwall College relating to their studies Cornwall College we will review the individual situation and may, potentially withhold the payments 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.
- 7. Withdrawals**
- 7.1. 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.
- 8. Appeals**
- 8.1. 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.
- 8.2. 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 2023-2024 APPLICATION FORM

Please read the guidance notes carefully before applying. Amounts awarded will take into consideration your immediate circumstances, but will not exceed £500 over the academic year.

We strongly encourage you to speak to a member of the Student Experience Team before submitting this form. If completing electronically, please email to studentfinance@cornwall.ac.uk and it will be sent onto your campus Student Experience Manager for review.

Personal Details:	
Title:	Surname:
First Names:	Date of birth:
Contact Address:	Post Code:
Telephone – Landline:	Telephone – Mobile:
Email:	
Programme Manager:	
Course Title:	Year of Study:
Bank details	
This will only be used if application is successful. If you would prefer not to provide this information at this stage you can provide it upon confirmation of the financial award but this will delay payment.	
Name on Account	
Sort Code	
Account Number	
Student Funding Details	
What type of funding have you applied for or are in receipt of? (Tick all that apply and add details of the current status / details of each one)	
<ul style="list-style-type: none"> • Student Maintenance Loan 	
<ul style="list-style-type: none"> • Other 	
<ul style="list-style-type: none"> • When did you submit your application for funding? (Please provide evidence) 	
<ul style="list-style-type: none"> • Have you applied for or are you in receipt of a Cornwall College HE Bursary? 	

Evidence of Hardship

Please provide details of current expenditure and why you require an HE Hardship Payment

Please provide the member of staff supporting you with this application with copies of the following:

- Current account balance
- Previous months bank statement
- Rental Agreement (where relevant)
- Estimated cost of weekly bills / costs
- Student Loan Company correspondence (where relevant)

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 share / 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: