

TCCG Bursary Funding Guide 2024/25

19+ Adults Skills Fund (A.S.F) & 19+ Advanced Learner Loan (A.L.L)

At Cornwall College we want to remove as many barriers to learning as possible. We recognise that there are costs associated with accessing education; therefore, if you are starting a full-time study programme with us, we have several bursaries available to financially support you with your studies.

All learners applying for financial assistance must be studying a Further Education course, for the academic year, September 2024 to July 2025. ***This does not include students who are studying an Apprenticeship programme***

All Bursary Funding applications must be made on-line via The Cornwall College Pay My Student Bursary portal.

The Cornwall College Group offer two FE Adult Bursaries. These are as follows:

- **19+ Further Education Bursary (Adult Skills Fund)**
- **19+ Further Education Bursary Advanced Learner Loan (ALL Level 3)**

19+ Further Education Bursary (Adult Skills Fund [A.S.F])

This is for learners who are aged 19+ and studying a full-time further education course at Levels 1 or 2. *For those learners studying at Level 3, please see 19+ Further Education Bursary (Advanced Learner Loan. [A.L.L.]) detail further down.* This 19+ ASF bursary is aimed at assisting learners with course related costs such as:

- A monthly travel allowance of 30 pence per mile calculated via Google maps (walking), for each return journey to college on timetabled days. The allowance will be paid to you monthly in advance, by BACS. Your first two payments will be in October. Mileage allowances will be monitored against monthly college attendance and can be suspended if necessary. All mileage allowances are capped at a maximum of £120 per month.
- Spare Seat Scheme. From October you can apply for a spare seat on our college run routes. This will be subject to availability. The cost will be £636 per year. Student contributions may be necessary.
- We can support with the cost of any essential PPE or uniform as necessary for you to complete your course. Consumables such as in-class equipment cannot be funded through the bursary.
- We can support with the cost of registration fees, professional memberships and essential college trips.
- An emergency Hardship award could be available for eligible learners, dependent upon personal circumstances.
- Childcare costs. We offer support towards childcare costs at a maximum £4250 per child, for a maximum of 3 children. We will only support hours above any free childcare hours you may already have. See Childcare Funding 20+ below
- Tuition fee Support – Depending on age, qualifications undertaken and/or benefits and allowances claimed, learners may not have to pay Tuition Fees. In exceptional circumstances only, learners' tuition fees may be supported by the 19+ ASF Bursary Fund. Learners will need to check with the Registry Office on campus to see if they are eligible for any fee remissions.

Eligibility Criteria

- Your own personal income must be less than £32,000 per annum.
- You must have a confirmed place on a full time Further Education course at level 1 or 2.
- You must live more than 3 miles from your chosen campus to be eligible for mileage allowance.
- Income eligibility threshold for cohabiting couples applying for childcare support is £38,000

19+ Further Education Bursary (Advanced Learner Loan. [A.L.L.]) Course Level 3

Learners who are 19+, studying a level 3 qualification and have tuition fees to pay can apply for an Advanced Learner Loan to help pay the fees charged. The amount you get depends on the course you are studying. You will be offered the maximum amount to cover your fees but if you wish, you can pay part or all the fees yourself. To apply online and for further information, visit www.gov.uk/advancedlearnerloan This 19+ ALL bursary is specifically for those Advanced Learner Loan level 3 students. The 19+ ALL bursary is aimed at assisting learners with course related costs such as:

- A monthly travel allowance of 30 pence per mile calculated via Google maps (walking), for each return journey to college on timetabled days. The allowance will be paid to you in advance, by BACS. Your first two payments will be in October. Mileage allowances will be monitored against monthly college attendance and can be suspended if necessary. All mileage allowances are capped at a maximum of £120 per month.
- Spare Seat Scheme. From October you can apply for a spare seat on our college run routes. This will be subject to availability. The cost will be £636 per year. Student contributions may be necessary.
- We can support with the cost of any essential PPE or uniform as required. Consumables such as in-class equipment cannot be funded through the bursary
- We can support with the cost of registration fees, professional memberships and essential college trips.
- An emergency hardship award could be available for eligible learners, dependent upon personal circumstances.
- Childcare costs. We offer support towards childcare costs at a maximum £4250 per child, for a maximum of 3 children. We will only support hours above any free childcare hours you may already have. See Childcare Funding 20+ below

Eligibility Criteria:

- Your own personal income must be less than £32,000 per annum.
- You must have a confirmed place on a full time Further Education course at level 3.
- You must have your loan in place and be able to submit evidence to support this.
- You must live more than 3 miles from your chosen campus to be eligible for mileage allowance.
- Income eligibility threshold for cohabiting couples applying for childcare support is £38,000

When applying for these bursaries you will need to provide evidence of your individual income. This could include any of the following:

- P60 issued in April 2024 to evidence salary or a copy of three wage slips, February 2024 March 2024 and April 2024.
- If you are in receipt of Universal Credits, we require 3 full recent monthly statements confirming the amount received, and the breakdown of the entitlement.
- A copy of a Tax Credit Award Notice (TCAN) for 2024/25, showing your income for 2023. All pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible.
- If self-employed, Certified accounts or a copy of your tax return (SA302) for April 2023.
- Confirmation of all the benefits the learner is in receipt of, a recent (within 3 months) benefit entitlement / award letter must be provided for each benefit and the amount you receive.

- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024/25, which will reduce household income by 50%.

When you apply for your bursary, our portal will indicate what evidence you will need to upload due how you answer the questions. If you need any further guidance on what evidence to upload you can view our Household Income Evidence guide on our Financial Support page [Financial Support for students attending Cornwall College](#)

Childcare Funding 20+ (A.S.F & A.L.L Funds)

If you are aged 20+ you can apply for bursary support towards the cost of childcare, during your timetabled days. Please read through our **Childcare Guide** that explains the support that we can give and the conditions around this funding.

You must apply online via our Pay My Student portal for Childcare in the first instance. We will then send you a further Childcare Information & Declaration form for both you and your childcare provider to complete.

Childcare funding will not be in place until we have assessed the signed Childcare Information & Declaration Form, and you have received from us a confirmation 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.

Residential Bursary 19+

The residential bursary funds are aimed at supporting learners on land-based programmes of study that require a residential element. All full time Further Education learners can apply for the residential bursary, if they:

Live more than 15 miles from the College and there is not a college nearer to their home address running the same study programme. Alternatively, the return journey to college takes more than 2 hours, on either college or public transport.

Personal individual income must be declared and must be below £32,000 or less per year. Evidence of the income must be provided to support the application.

Please be aware that the bursary **will not cover all the accommodation cost**.

The award covers up to 90% of the total accommodation cost or up to a maximum of £3,100 for the academic year and you will be responsible for any remaining costs.

The learner must have a confirmed place on a full time Further Education course at the College and have resided in England for more than 3 years. There is a limited amount of residential bursary fund so it is advised to apply as soon possible.

All Residential Bursary applications must be completed on-line via the Pay My Student Portal on the Cornwall College Group website. Applications are prioritised based on need.

When applying for a residential bursary you will need to provide evidence of your individual income for 2023/24. This could include any of the following:

- If your bursary is for private rented lodgings, you must supply a signed copy of your tenancy agreement.
- P60 for April 2024 to evidence salary, OR a copy of three wage slips for February 2024, March 2024 and April 2024, showing gross income at end of March 2024.
- If the household is in receipt of Universal Credit we require 3 full recent monthly statements confirming the amount received, and the other elements which make up your payments.

- A copy of a Tax Credit Award Notice (TCAN) for 2023/24. **All** the pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible, showing page numbering.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement / award letter must be provided for each benefit and the amount you receive.
- Certified accounts if self-employed, or a copy of your tax return (SA302) for April 2023.
- Evidence to confirm a household member is attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024-25, which will reduce household income by 50%.

To ensure the financial support is in place for the start of the academic year, the closing date for the Residential Bursary applications is **31st July 2024 – the bursaries will start to be allocated after this date.**

If you have provided the required evidence your application will be assessed and processed, and you will normally be informed in writing of the result of your application within 21 days after the closing date. Applications received after this date may be assessed for any remaining funds.

Definition of Terms:

19+ Adult Skills Fund & 19 + Advanced Learner Loan

What do we mean when we say "Individual or Personal Income"

This will be the income you receive in your own name. We will not ask for evidence from other working adults in your household such as partner, spouse, parent/guardian(s), except when you do not have a personal income of your own and you are under 25 years old.

Please note that by income we also need to know about any benefits being received by any of the above. Evidence of all income will be required.

We do understand that employment and benefit circumstances can change very suddenly. If you are no longer working or have been made redundant, we will accept a copy of your redundancy notice letter.

When we have all the information required, we are then able to means-test your application. This is where we can award financial assistance, based your household income. This ensures that we make fair and reasoned decisions about who we can help the most.