



Callywith College Further Education Bursary Fund 2019- 2020

**COMPLETED FORMS TOGETHER WITH EVIDENCE SHOULD BE RETURNED TO:
Student Services, Temple Building, Callywith College, Bodmin, PL31 2GT**

COMPULSORY SECTIONS WHICH MUST BE COMPLETED:

A, B, C & I

The form will only be processed if these sections are completed and up to date evidence is provided.

COMPLETE THE FOLLOWING SECTIONS FOR:

Bus Pass/Assisted Travel: SECTION D

Additional support for: In Care/Care Leavers/Students receiving Income Support/Universal Credit/or receiving ESA & PIP/DLA: SECTION E

Free College Meal: SECTION F

Equipment/Discretionary Funding: SECTION G

Childcare: SECTION H

A: PERSONAL DETAILS

First Name(s)	Surname	I.D. Number (if known)
Home Address	Date of Birth	
Post Code	Age (on 1st September, 2019)	
Student Mobile:	Home Tel. Number	
Parent Mobile:	Parent email (please write clearly):	
Name of Course:	1st year / 2nd year (please select)	
Born in UK YES/NO	If not, how long have you been a UK resident?	

The deadline for the form being processed in readiness for the start of term in September is: **Friday 21st June 2019** for returning/second year students and **Friday 30th August 2019** for first year students. Forms received after this date will be processed as quickly as possible with priority given to first year applications.

B: HOUSEHOLD**B1: ABOUT YOUR PARENTS/GUARDIANS/PARENT'S PARTNER/STEP PARENT**

A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married

Surname	First Name	Relationship to Student	Occupation
How many brothers or sisters (under the age of 19) live with you? Are any of these siblings attending Truro, Penwith or Callywith College? If "YES" please state name and I.D. number.			

B2: FOR STUDENTS NOT LIVING WITH PARENTS/GUARDIANS

A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married

Do you live with a partner? (Your partner's income will need to be included in the household income details you provide).	Yes	No
If YES please provide information below		
Surname	First Name	

C: EVIDENCE – to be completed by:

- 1 Parent/guardian/carer with whom you are living if you are 16 – 18 years old, OR
- 2 Student if living independently from parent (please include earnings of partner if applicable)

We calculate your household income by adding your GROSS income to any working tax credit award. If you are in receipt of Tax Credits, we will need a **full copy** of your most recent award in order to calculate your household income. Originals cannot be returned. Please tick which evidence applies.

CHILD TAX CREDIT AWARD

WORKING TAX CREDIT AWARD

P60

LAST 3 MONTHS PAYSLEIPS

For an up to date Tax Credit Award you can call the tax credits helpline on 0345 300 3900 or 0345 300 3909 or visit www.taxcredits.gov.uk .

If you cannot provide evidence from the above categories please supply a piece of evidence from within the last six months from the list below:

SELF ASSESSMENT TAX CALCULATION OR LETTER FROM ACCOUNTANT

JOB SEEKERS ALLOWANCE

EMPLOYMENT & SUPPORT ALLOWANCE

INCOME SUPPORT – all pages

HOUSING BENEFIT – all pages

UNIVERSAL CREDIT – all pages

PRIVATE PENSION – most recent advice slip

PENSION CREDIT (GUARANTEED CREDIT) – all pages

OTHER INCOME/SAVINGS/INVESTMENTS

For Office Use Only	Earned Income	Working Tax Credit	Total Income

D: BUS PASS**FUNDING AVAILABLE FOR ONLY ONE OPTION – see guidance notes**

Are you applying for funding for a Callywith College bus pass which can also be used evenings/weekends/holidays? You will also need to complete the enclosed form for the Transport Office. This is NOT the Council travel scheme – see guidance notes. Or Are you applying for Cornwall Council Bus Pass/Assisted Taxi Travel? <u>NO PAYMENTS SHOULD BE MADE DIRECT TO THE COUNCIL IF FUNDING IS GRANTED FROM THIS APPLICATION FORM</u> Council Ref. No. from online application:	YES	NO
	YES	NO

E: ADDITIONAL SUPPORT

Please complete if you, the student, are:	YES	NO
1. A child in care		
2. A care leaver		
3. A young person (16-18) in receipt of Income Support or Universal Credit IN YOUR OWN RIGHT		
4. A disabled student in receipt of Universal Credit or Employment Support Allowance TOGETHER WITH Disability Living Allowance or Personal Independence Payment.		

IF YOU HAVE ANSWERED YES TO THE ABOVE SEE GUIDANCE NOTES FOR EVIDENCE WHICH MUST BE PROVIDED

F: FREE SCHOOL MEALS

FOR 16 – 18 YEAR OLDS/or up to 25 year olds if in receipt of Universal Credit or ESA, together with DLA or PIP who have a LDA or EHCP

<p>MEAL DEAL – £2.41 automatically credited to student’s I.D. card.</p> <p>Did you receive free meals last year? YES / NO</p> <p>It is only available to those students who meet the Government free school meal criteria which can be found here https://www.gov.uk/apply-free-school-meals</p> <p>Students are eligible for a subsidised meal on the days they are timetabled to be in College and allocated on a termly basis. See guidance notes for more information.</p> <p>Do you wish to apply YES <input type="checkbox"/> No <input type="checkbox"/></p> <p>Assessment will be made on the income evidence provided with this application and you will be notified by email. You must notify us immediately of any change in financial circumstances.</p>

G: EQUIPMENT/DISCRETIONARY FUNDING

<p>Discretionary funding is available to those students who are BOTH on a low income AND studying a specialised course that incurs costs for course specific materials. Please tick if studying:</p> <p><input type="checkbox"/> Art</p> <p><input type="checkbox"/> Photography</p> <p><input type="checkbox"/> Sport</p> <p>Discretionary funding is not intended to cover the entire cost of course materials so students will be expected to make a contribution. Please be aware funding is limited.</p>
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If you think you may be eligible for additional funding please explain below any particular family circumstances which may support your application (Use an additional sheet if necessary)

H: CHILDCARE COSTS

Will you be applying for help with childcare costs? **YES** **NO**

If you are 16-19 contact Care to Learn (See <https://www.gov.uk/care-to-learn> & guidance notes for details)

To obtain childcare costs you must attend college for every lecture. Only OFSTED registered childcare providers will be considered.

I: DECLARATION

I certify that ALL information provided is correct. I understand that the College has the right to reclaim any bus passes, funds or equipment if I am found to have provided false information or do not complete the course.

I understand that any financial assistance with future bus passes is dependent on a minimum of 90% attendance as recorded on the College MIS system.

I will inform you of any changes in circumstances. All equipment is for my own use.

I understand that my situation may be discussed with relevant colleagues. I consent to the information I have provided being used by the College in accordance with the General Data Protection Regulations 2018.

Student Name:

Signature of Student:

Date:

**Signature of Parent/Guardian:
(if student is under 19 years old)**

Date:

Parent email address:

The Student Services Team will be happy to discuss any queries you may have regarding your application.

Contact us via: **01208 224460 / studentservices@callywith.ac.uk**

Please be patient this is an extremely busy time, we will respond to your enquiry as soon as we are able.

FOR OFFICE USE ONLY

Date received	EFA / SFA / ALL	Email Sent:	
Residency Status	UK /EU / EEA	Plymouth City Bus or County	Band: A / B / C