

**Callywith College Further Education Bursary Fund 2020- 2021**

**COMPLETED FORMS TOGETHER WITH EVIDENCE SHOULD BE RETURNED TO:**

**Student Services, Temple Building, Callywith College, Bodmin, PL31 2GT  
  
The deadline for the form being processed in readiness for the start of term in September is FRIDAY 7TH AUGUST 2020. Forms received after this date will be processed as quickly as possible with priority given to first year applications. If any information given is incorrect, this could invalidate your application.**

**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**

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| **First Name(s)** | **Surname** | **I.D. Number (if known)** | |
| **Home Address**    **Post Code** | **Date of Birth**  **Age (on 31 August 2020)** | | |
| **Student Mobile:**  **Parent Mobile:** | **Home Tel. Number**    **Parent email (please write clearly):** | | |
| **Name of Course: 1st year / 2nd year (please select)**  **Born in UK YES/NO**  **If no, how long have you been in the UK, where were you born &confirm Residency status. UK/EU/EEA Please circle as appropriate** | | |  |

**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**

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| --- | --- | --- | --- |
| Surname | First Name | Relationship to Student | Occupation |
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| 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. | | |  |
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**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**

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| 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)

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| 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 PAYSLIPS  **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 |

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| --- | --- | --- | --- |
| For Office Use Only | Earned Income | Working Tax Credit | Total Income |

**D: BUS PASS**

**FUNDING AVAILABLE FOR ONLY ONE OPTION – see guidance notes**

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| 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?  **NO PAYMENTS SHOULD BE MADE DIRECT TO THE COUNCIL IF FUNDING IS GRANTED FROM THIS APPLICATION FORM**  Council Ref. No. from online application:  **The council also offer a Concessionary Bus Pass – for more information on eligibility please see our Guidance Notes.** | YES  YES | NO  NO |

**E: ADDITIONAL SUPPORT**

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| **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 24year olds if in receipt of Universal Credit or ESA, together with DLA or PIP who have a LDA or EHCP**

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| **MEAL DEAL – £2.41 automatically credited to student’s I.D. card.**  Did you receive free meals last year? YES / NO  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>  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.    Do you wish to apply  **YES No**    **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.** |

**G: EQUIPMENT/DISCRETIONARY FUNDING**

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| 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:  Art  Photography  Sport  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.** |
| 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**

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| 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**](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**

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| Signing this form confirms that you have read the **Guidance Notes.** Duplicate copies are available on our website www.callwith.ac.uk/transport or can be requested from Student Services  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 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.  **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.** |
| **Student Name:**  **Signature of Student: Date:** |
| **Signature of Parent/Guardian: Date:**  **(if student is under 19 years old)**  **Parent email address:** |

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| **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.** |

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| **Official Use - Date received:** | **EFA** | **Email Sent:** | |
| **Residency Status:** | **UK /EU / EEA** | **Plymouth City Bus or Cornwall Council** | **Band: A / B / C** |

**WHAT HAPPENS NEXT**

Please return the Bursary Application form together with physical copies of your income evidence to the Student Services Office as soon as possible. We will email you to tell you of your eligibility for funding and ways to make payment. Please note the deadline for applications to be processed in time for the start of the Autumn Term is **Friday 7th August 2020**. Applications received after this date will be processed as soon as possible with priority given to first year applications.

Please remember your application cannot be processed unless you complete all COMPULSORY SECTIONS of the form making sure you sign the Declaration AND provide the correct copies of your HOUSEHOLD INCOME EVIDENCE.

**POLITE REMINDER**

Any financial assistance granted is based on satisfactory **90% attendance**, as recorded on the College MIS system, and adhering to your Learning Agreement. It is the student’s responsibility to ensure that their attendance record on MIS is accurate.

**This application is only valid for one year and students returning to College for the 2021/2022 academic year will need to reapply with up to date evidence in the Summer Term 2021 before completing their first year**

It is the student’s responsibility to replace any lost bus passes/I.D. Cards.

**PAYMENTS DEADLINES:**

**Online payments will be available from 31st July. More information on bus pass payments will be sent to new and returning students in July. For more information visit** [**www.callwith.ac.uk/transport**](http://www.callwith.ac.uk/transport) **email** [**transport@callywith.ac.uk**](mailto:transport@callywith.ac.uk) **or call 01208 224000.**

**AUTUMN TERM BUS PASS PAYMENT:**

Any payment due should be made by **27 August 2020.** (Bursary application due **7th August**)

**SPRING TERM BUS RENEWAL**:   
Any payment due should be paid by **4 December 2020.**

If attendance during the Autumn Term is below **90%** students may not be eligible for the same level of help.

**SUMMER TERM BUS RENEWAL:**Any payment due should be paid by **19 March 2021**

If attendance during Spring Term is below **90%** students may not be eligible for the same level of help.