



## College Bursary Fund Guidance Notes 2025-26

This application is renewable **annually** and all funding is based on satisfactory attendance, of which funding for transport is **dependent upon attendance being 90%** at the end of each term. This is one of the reasons why the students are asked to be involved with checking and updating their attendance every week with their tutor. Parents/Guardians are asked to report absences daily to the College. Information on this process will be given to students at the beginning of the autumn term. Students being involved in this process establishes the importance of attending college for succeeding in their studies, but also with the funding being correctly granted.

Please read these notes carefully before completing your bursary application form. If you need any help completing the form or have any queries, then please contact the Bursary Team on **bursary@callywith.ac.uk**.

Applications will be open **from 1<sup>st</sup> May 2025**.

### **STUDENT DETAILS**

These are the personal details of the student that we have on file. If any of this information is incorrect, please notify the College as soon as possible.

If you are an Asylum Seeker, please contact the Bursary Team on the email address above.

### **PARENT/GUARDIAN DETAILS**

We take these details for communication purposes so we can let you know if there is any financial support we can provide based on your application or if we need to contact you to request additional information or evidence.

We take contact details for one parent/guardian, however, in the next section, you must submit evidence for **all** members of your household, except a student's siblings.

For students not living with parents/guardians, please put N/A in mandatory boxes (marked with \*) and then proceed to the next step.

### **ELIGIBILITY**

#### **Who do you live with?**

If you are a parent/guardian submitting this information, you must answer the questions from the student's point of view.

We need to know who the student lives with so we can identify whose income will be included in the assessment. You must include **all** adults who live in your household, such as parents, guardians, parent's partner, and stepparents.

#### **Additional Support**

Vulnerable learners (as defined by the Government) are eligible for further financial support which is attendance based. You must provide evidence linked to the appropriate circumstance:

If you are **Currently in Care** or are a **Care Leaver** you must provide a letter confirming your current or previous looked-after status from the Local Authority which looks after you or provides your Learning Care Services.

If you, the student, are in receipt of **Universal Credit** in your own right, we require a letter from the Benefits Agency outlining the details of your benefit as well as a tenancy agreement in your (the student's) name, a child benefit receipt, children's birth certificate or utility bills.

If you are in receipt of Employment and Support Allowance (ESA) **AND** Personal Independence Payments (PIP) in your own right **OR** Disability Living Allowance (DLA) **AND** Personal Independence Payments (PIP) in your own right, please provide a letter from the Benefits Agency confirming **BOTH** awards.

**Please indicate the type of financial support that you require.**

At Callywith we provide a significant amount of financial support to help all students access education with us. This includes reducing the costs of travel, food, textbooks, extra-curricular activities and student support. To ensure that all students benefit from the maximum amount of bursary support we ask all applicants to complete a bursary application form. Upon successful completion of the bursary form, you may be eligible for discounts on travel, free college meals and could receive payments to support the cost of study. The support we can provide can be divided into three categories:

- Travel Costs (Funding available for one option only) – see the section titled [Transport](#)
- Free College Meals – see the section titled [Free School Meals](#)
- Essential course-related costs (e.g. uniform, equipment) – see the section titled [Equipment/Discretionary Funding](#)

## **TRANSPORT**

### **Subsidised Bus Pass for Callywith College**

Students travel to college in many different ways. Unlike school, the Council does not provide specific free transport for students to attend any post-16 education provider. Therefore, students travel to the college by bus, train, car, bike, on foot and sometimes also use a ferry. Planning your journey and managing its costs are an important part of becoming a college student. The college offers a bespoke bus service that can bring students to and from college including access to term-time, midday services to major Cornish towns of Camelford, Launceston, Liskeard, St Austell and Wadebridge.

Callywith College subsidises the cost of our bespoke bus transport service for all students and offers significant bursaries to further reduce the costs for students from lower income households.

We can provide bursaries to contribute towards bus pass costs based on **total net annual household income** at the following rates:

<b>Bursary Band</b>	<b>Net annual household income</b>	<b>Annual Travel Cost from</b>	<b>Daily Travel cost from*</b>	<b>Subsidy and Bursary value**</b>
<b>A</b>	Up to £16,000	£85.41	50p	£1165
<b>B</b>	£16,001 to £24,000	£256.22	£1.49	£994
<b>C</b>	£24,001 to £36,000	£427.03	£2.48	£823
<b>D</b>	£36,001 to £50,000	£768.65	£4.47	£481
<b>E</b>	Above £50,000	£854.05	£4.97	£396

\*Based on traveling to college for the full academic year using an annual pass.

\*\*Based on purchasing an annual pass compared with the average cost per space across the whole Callywith College bus network in 2025-26 of £1250 per space. Purchasing termly passes will increase the cost per journey when compared to the annual passes.

***Households with incomes above £50,000 (Band E) receive a subsidised bus pass rather than a bursary and therefore do not need to complete the Bursary Form.***

Bus Passes will be available to purchase from **6th June 2025** with annual pass costs payable in 4 equal monthly instalments (June, July, August and September). Tickets are issued upon receipt of final payment. Full details regarding bus routes, bus pass ticket options, payment options and costs for 2025-26 will be published here - [www.callywith.ac.uk/transport](http://www.callywith.ac.uk/transport).

## Payment Options

To mitigate the impact of rising costs and provide additional flexibility for payments we have drastically altered and improved our ticketing and payment options to help spread the cost of transport over the year and are offering several new products. In addition to annual or termly payments, we are now introducing monthly instalment options for passes as follows:

Annual Pass	Single payment or 4 instalments – June, July, August and September
Two Term Pass	Single payment or 6 instalments – June, July, August, September, October and November
Autumn Term Pass	Single payment or 4 instalments – June, July, August and September
Spring Term Pass	Single payment or 3 instalments – October, November and December
Summer Term Pass	Single payment or 3 instalments – February, March and April
Bodmin Only Pass	Single payment or 4 instalments – June, July, August and September

The June instalment must be paid **by 14th June 2025**. These passes can still be purchased after this date, but the payment will be split into 3 or 5 instalments depending on the product. The payment will then automatically be taken on **14th of the month**. One-off / single payments for the annual, two-term or autumn pass must be paid no later than **14th September 2025**.

Any student who purchases a bus pass but does not enrol at Callywith College or withdraws their enrolment before the 16th of September will receive a full refund.

## Cornwall Council Pass/Assisted Taxi Travel

In certain circumstances, using public transport may be a better option for students. Details regarding Cornwall Council's Post-16 Travel Assistance can be found here [Post-16 Travel Assistance - Cornwall Council](#).

Callywith College's bursary application form is for **funding only** towards the Council Pass/Assisted Travel. If you are eligible for bursary funding and opt for the Cornwall Council Bus Pass/Assisted Taxi Travel, please wait to hear from the college regarding your bursary application before making any payment to Cornwall Council.

## FREE SCHOOL MEALS

Free School Meals are only available to those students who meet the Government free school meal criteria aged between 16-18 years old (or up to 25 years old in receipt of Universal Credit or Employment Support Allowance plus Disability Living Allowance or Personal Independence Payment who have a Learning Development Agreement or Education, Health Care Plan). Further details can be found here: <https://www.gov.uk/apply-free-school-meals>

Your young person might be able to get free school meals if you receive any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Transitional protections will apply to students already receiving free meals on or after 1 April 2018, either new students entering Year 1 in September 2025, or students already at college. This transitional protection will end on **31st August 2026**, with Free School Meals after 1st September 2026 being given to all households eligible for Universal Credit only.

The College runs a cashless catering system and the meal allocation of £3.50 is automatically loaded onto the student's ID card each day that they are timetabled to be in college. It is a totally anonymous system. Please note that this amount **does not** carry over to the following day if not used.

### **EQUIPMENT/DISCRETIONARY FUNDING**

#### **Essential course-related costs (e.g. uniform, equipment)**

Discretionary funding is available to those students who are on a low income (net household income below £21,000) **AND** studying a specialised course (i.e. Art, Fine Art, Media, Photography, Protective Services, Sport, or Textiles) that incurs costs for course specific materials. It is not intended to cover the entire cost of course materials and students will be expected to contribute.

**There is no automatic entitlement to Equipment/Discretionary Funding and funding is limited.**

### **EVIDENCE OF HOUSEHOLD INCOME**

Please provide clear, up to date copies of income evidence. Please make sure you provide the correct documents under each section on the form. The system will match the document(s) you upload with set criteria for that evidence type to assist our Bursary Team. Uploading the correct documents will help prevent any delays to your application being assessed.

If you receive Working Tax Credits and/or Child Tax Credits, please provide a complete copy (all pages) of your current award. If your award is under renewal, please let the College know. A provisional assessment will be made, but as soon as you receive your up-to-date award it will need to be submitted for this assessment to be confirmed.

If you are not eligible for the above tax credits due to your income, please provide your most recent P60 or your last 3 months' pay slips.

If you are **self-employed** then you must provide your most recent Self-Assessment and/or a letter from your Accountant (on Accountant's headed paper).

If you are in receipt of a **private pension**, please provide evidence in the form of advice slips/pension statement or a bank statement.

If you are **unemployed**, we will need to see evidence of Universal Credit.

If you have not yet been moved across to Universal Credit, please provide the last three months of any benefits received from the list below, making sure that **all pages** of any benefits are provided:

- Job Seekers Allowance
- Employment and Support Allowance
- Income Support
- Housing Benefit
- Pension Credit

If your circumstances do not fit any of the above criteria or if you have any other income/savings not mentioned on the application form, please contact us to provide details.

### **DECLARATION**

The declaration must be signed by both student and parent/guardian (if applicable). It is important that you have read and understood the information. For students not living with parents/guardians, please put N/A in the parent/guardian signature box.

### **Additional Information**

Students **under 20** who require help with childcare costs while they study can apply for funding from the Care to Learn fund. Please indicate on the bursary application form that you require this support. For further information on the eligibility for payments from the Care to Learn fund, please contact our Bursary team.

### **WHAT HAPPENS NEXT?**

Your bursary application will be reviewed by our Bursary Team. 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 release of bus passes is **Friday 30<sup>th</sup> May 2025** and the deadline for applications to be processed in time for the start of the autumn term is **Friday 1st August 2025**. 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 eligibility questions, 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.