



## Callywith College Bursary Fund Guidance Notes 2019 – 2020

Please read these notes carefully before completing your application form. If you need any help completing the form or have any queries then please contact the Student Services Team on:

01208 224260 / [studentservices@callywith.ac.uk](mailto:studentservices@callywith.ac.uk)

### **COMPULSORY SECTIONS:**

#### **SECTION A: PERSONAL DETAILS**

This is for the personal details of the student. If you are an Asylum Seeker please contact the Student Services Team on one of the above numbers.

Please clearly provide parent's email address for communication purposes.

#### **SECTION B: HOUSEHOLD**

##### **B1: About your Parents/Guardians/Parent's Partner/Step Parent**

You must include information on all the above living in your household. Please indicate if there are siblings under the age of 19 living in the household and if any siblings are attending Callywith College (together with I.D. number) as discounts may be available for multiple applications. A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married.

##### **B2: For Students Not Living With Parents/Guardians**

This section to be completed by independent students/independent students living with a partner.

#### **C: EVIDENCE**

**Please indicate who is providing the evidence by circling option 1 or 2**

1. To be completed by the parents/guardian/parent's partner/step parent of students living at home under the age of 19.
2. For students under 19 living independently from parent, include partners details if applicable.

Please provide clear, up to date COPIES of income evidence (do not send originals as they cannot be returned). 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 mention this on the form. 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 payslips.

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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 from within the last six 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  
Universal Credit  
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 form, please provide details.

#### **SECTION I: DECLARATION**

The declaration must be signed by both student and parent/guardian (where applicable). Please include the parent's email address. It is important that you have read and understood the information.

## **NON COMPULSORY SECTIONS:**

#### **SECTION D: BUS PASS - Funding available for one option only.**

##### **Callywith College Plymouth City Bus Pass**

This can be used evenings, weekends and holidays in Plymouth City zone 4 bus routes and is divided into four categories.

**Household income under £16,000** – subsidised rate of £50 per year payable in termly instalments. Autumn Term £20, Spring Term £15 and Summer Term £15.

**Household income £16,001 - £22,000** – subsidised rate of £130 per year payable in termly instalments. Autumn Term £55, Spring Term £40 and Summer Term £35.

**Household income £22,001 - £31,000** – subsidised rate of £260 per year payable termly instalments. Autumn Term £110, Spring Term £80 and Summer Term £70.

**Household income above £31,000** – full rate of £530 per year payable in termly instalments. Autumn Term £210, Spring Term £160 and Summer Term £160.

##### **Cornwall Council Bus Pass/Assisted Taxi Travel**

This is for travel to and from College only and is offered at the same proportional discount as the Callywith College bus pass. This form is for **funding only** towards the Council Pass/Assisted Travel, an additional on-line application must be completed and the Cornwall Council reference number inserted on form. To see criteria for the Cornwall Council Pass please visit their website on [www.cornwall.gov.uk/college\\_transport](http://www.cornwall.gov.uk/college_transport)

**Although this main application is renewable annually, the bus pass is issued TERMLY as it is dependent upon 90% attendance each term. Therefore students will need to renew their bus pass before the end of each term.**

## **E: ADDITIONAL SUPPORT**

Vulnerable learners (as defined by the Government) are eligible for a weekly bursary which is attendance based. Only **students** who can answer “yes” to any of the questions need complete this section. You must provide evidence linked to the appropriate circumstance:

**In Care** or 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 **Income Support** or **Universal Credit** in your own right, we require a letter from the Benefits Agency outlining the details of your benefit.

If you are a disabled student in receipt of Universal Credit or Employment Support Allowance **AND ALSO** in receipt of Disability Living Allowance or Personal Independence Payment, please provide a letter from the Benefits Agency confirming **BOTH** awards.

## **SECTION F: FREE SCHOOL MEALS**

For 16 – 18 year olds/or up to 25 year olds 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.

Your child might be able to get free school meals if you get 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).**

If your child is eligible for free school meals, they’ll remain eligible until they finish the phase of schooling (primary or secondary) they’re in on **31 March 2022**.

Last updated by Government: **1<sup>st</sup> April, 2018**.

The College runs a cashless catering system and the meal allocation of £2.41 is automatically loaded onto the student’s identity 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.

## **SECTION G: EQUIPMENT/DISCRETIONARY FUNDING**

Discretionary funding is available to those students who are on a low income **AND** studying a specialised course (i.e. Art, Photography or Sport) 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 make a contribution.

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

## **SECTION H: CHILDCARE**

Students **under 20** who require childcare will need to apply direct to the Care to Learn Scheme. For further information on the Care to Learn Scheme go to [www.gov.uk/caretolearn](http://www.gov.uk/caretolearn) or contact your local Young People's Centre.

## **WHAT HAPPENS NEXT**

Please return the Bursary Application form together with your income evidence to Student Services 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 21st June 2019** for returning/second year students and **Friday 3<sup>0th</sup> August 2019** for first year students. 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 HOUSEHOLD INCOME EVIDENCE.

Any financial assistance granted is based on satisfactory 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 2019/2020 academic year will need to reapply with up to date evidence in the Summer Term 2019 before completing their first year.**

Students with an on-going medical condition should provide evidence as soon as possible to Student Services so that this can be taken into consideration when renewing their bus pass. All absences must be reported to the relevant Curriculum Secretary – telephone numbers can be found in the student handbook.

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

## **IMPORTANT DATES / NOTES FOR YOUR DIARY**

### **SPRING TERM BUS RENEWAL:**

Any payment due should be paid by **Friday 6<sup>th</sup> December 2019.**

Tel. no. for payments: 01208 224000

**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 **Friday 6<sup>th</sup> March 2020.**

Tel. no. for payments: 01208 224000

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