



## College Bursary Fund Guidance Notes 2024-2025

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. Due to this, bus passes are issued termly, and students need to renew their bus pass before 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](mailto:bursary@callywith.ac.uk)**

## College Bursary Application

### 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 number or 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 a weekly bursary 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.

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.**

- 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**

### **Go Cornwall Bus Pass for Callywith College**

Callywith students can buy an annual Go Cornwall bus pass at a heavily subsidised rate that not only gets you from home to college and back, but also gives you anytime (including evenings, weekends and holidays) access to all routes in Cornwall on any Go Cornwall services.

The cost of this pass is payable termly, which across the year is three instalments.

1<sup>st</sup>: Before the start of the Autumn Term

2<sup>nd</sup>: Before the start of the Spring Term

3<sup>rd</sup>: Before the start of the Summer Term

Payment deadlines will be posted to the Callywith College website, on social media and can be found at the end of these guidance notes.

All Callywith College students are also eligible to receive free access to shuttle services between Callywith College and Bodmin Town and Bodmin Parkway Railway Station.

Callywith subsidises the cost of bus transport for all and offers significant bursaries to 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:

- Less than £16,000 – Pass cost £65 with a 90% bursary discount of £585\*
  - Three instalments- £28, £25 and £12
- £16,001 - £23,500 – Pass cost £195 with a 70% bursary discount of £455\*
  - Three instalments - £85, £70 and £40
- £23,501 - £35,000 – Pass cost £325 with a 50% bursary discount of £325\*
  - Three instalments - £140, £110 and £75
- More than £35,001 – Pass cost £650
  - Three instalments - £275, £240 and £135

\*On application and **dependent upon a minimum of 90% attendance each term** for financial help the following term.

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

This form is for **funding only** towards the Council Pass/Assisted Travel. An additional on-line application to Cornwall Council must be completed. To see the criteria for the Cornwall Council Pass please visit their website on <https://www.cornwall.gov.uk/post16transport>. Please note, a Cornwall Council bus pass can only be used on the route and time specified on the ticket.

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.

**The bus pass is issued TERMLY as it is dependent upon 90% attendance each term. Therefore, students will need to renew their bus pass and pay the outstanding fee before the end of each term.**

We are unable to provide any financial support for students that choose to drive to college. If you will be travelling to college by car or motorcycle and wish to park your vehicle on site, you will need to apply for a parking permit.

### **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).

If your child is eligible for free school meals, they will remain eligible until they finish the phase of schooling (primary or secondary) they are in on **31 March 2025**. This means that a pupil who was benefit related free school meal eligible on 1 April 2018, or who has become eligible under the benefits/low-earnings criteria since then, will continue to receive free meals, even if their household income exceeds the eligibility threshold, up until March 2025 and then until the end of their phase of education.

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 make a contribution.

**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 childcare will need to apply directly to the Care to Learn Scheme. For further information on the Care to Learn Scheme go to <https://www.gov.uk/care-to-learn>. Alternatively, contact our Student Services Team who can assist with applying and sourcing registered childcare.

### **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 start of the Autumn Term is **Friday 2nd August 2024**. 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.

### **Payment Deadlines/Key Dates:**

Bus passes are purchased online through the College Store. Details of which will be sent to all College applicants in summer 2024. Up-to-date information can be found at [www.callwith.ac.uk/transport](http://www.callwith.ac.uk/transport)

**AUTUMN TERM BUS PASS PAYMENT:**

**Returning students' deadline: Wednesday 28<sup>th</sup> August 2024**

**New students' deadline: Friday 30<sup>th</sup> August 2024**

(Bursary applications due by **Friday 2<sup>nd</sup> August**).

**Bursary discounts will be applied, and bus passes made available from 5<sup>th</sup> August 2024. Bursaries will be applied at checkout. Bus passes are issued on a first come first served basis and spaces are limited.**

**SPRING TERM BUS RENEWAL:**

Any payment due should be paid by **6<sup>th</sup> December 2024**

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 **21<sup>st</sup> March 2025**

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