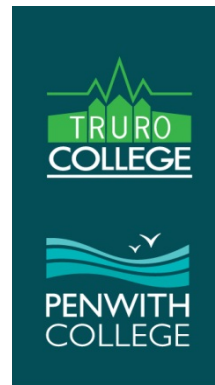


Truro & Penwith College Bursary Fund

Guidance Notes

2011-2012



HOW TO APPLY FOR THE TRURO & PENWITH COLLEGE BURSARY FUND

Please read these notes carefully before completing your application form.

If you need any help completing the form or have any queries please call the Student Support team on:

01872 267130 / 267124 / 267113.

Remember, this is a discretionary fund and, if successful, any award will be given based on satisfactory attendance at college.

Part A: Personal Details

This is to be completed by the student.

If you are an Asylum Seeker please contact the Student Support team on one of the above numbers.

Part B.

Only 16-18 year olds need to complete this section.

You must provide one of the following pieces of evidence:

- **If you are 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 Leaving Care Services.
- **If you are in receipt of Income Support in your own right** a letter from the Benefits Agency outlining the details of your benefit.
- **If you are a disabled young person in receipt of ESA and DLA** a letter from the Benefits Agency confirming BOTH awards.

Part C: Course Details

If you are taking 'A' Levels please list all of the subjects you are studying.

Start/end dates of the course: Please provide the month and year only. Proportional help may be given to students on part-time courses dependant on nature of course, hours per week and length of course.

Part D: About the other people living in your home

D1. You must include information about your parents / step-parents / parent's partner/ guardians.

D2. This section is to be completed if you live independently and have a partner.

Part E: Childcare costs

If you are 20+ and require help with childcare costs please contact the Student Support team on one of the above numbers, and we will send you the relevant application form.

If you are 20 or under and require assistance with the cost of childcare you need to apply to the Care to Learn scheme. For further information about Care to Learn go to www.direct.gov.uk/caretolearn or contact your local Young Peoples Centre.

Part F: EMA/ALG

This is for students going into their second or third year of study and does not apply to first years.

- **Students starting at college for the first time in 2011/2012 will not receive EMA**

- **Students who were eligible for £30 EMA in 2010/2011 will be eligible to receive £20 in 2011/2012**
- **Students who first received £30 EMA in 2009/2010 will continue to be eligible for the same amount**
- **Students who were eligible to receive ALG in 2010/2011 will continue to be eligible if they are continuing on the same course**

Part G. Financial Circumstances

G1: To be completed by parents

Please provide clear up to date copies of income evidence. (Do not send originals). If you are in receipt of benefits please provide a copy of a recent letter from the Benefits Agency. If you receive Tax Credits please provide a complete copy (all pages) of your award for the current year 2011/2012.

- If you have said NO to all of the questions in Section G1 please provide either your last 3 months wage slips or P60. If you were self-employed, provide your most recent Self Assessment.
- If you are in receipt of a private pension please provide evidence in the form of advice slips or a bank statement.
- If you have any other income or savings not mentioned on the form please provide details.

G2: To be completed by students who live independently

Evidence required as above. Please include income evidence for yourself and your partner if applicable.

Part H: Assistance required

H1: This section MUST be completed. Applications are considered on individual circumstances. It is therefore important that you provide as much detail as possible to aid your application; (Include a supporting letter if appropriate).

Use this section to itemise the additional costs that attending college may incur, for example, transport and essential course materials.

H2: It may be to your advantage financially to find out whether you are eligible for Cornwall Council subsidised travel (contact 0300 1234 222) before applying for a Truro & Penwith College bus pass.

If your annual household income is less than £31,000, you will be eligible for a contribution towards either scheme.

Part I: Declaration

The declaration must be signed by both student and parent/guardian. It is important that you have read and understood the information.

Truro & Penwith College Bursary Fund

The Bursary Fund is a new scheme which has been introduced by the government and is made up of 2 parts:

1. There are bursaries of £1,200 a year for the most vulnerable learners. The government has estimated that there are 12,000 young people in the U.K. in this group made up of:
 - Children in care
 - Care leavers
 - Young people on Income Support in their own right – such as teenage parents.
 - Disabled students in receipt of Employment Support Allowance AND Disability Living Allowance.
2. Schools, Colleges and training providers will then be able to award bursaries to any student facing genuine financial barriers to education if there are sufficient funds.

Adult Learners (students over 19 on or before 31st August 2011): financial help may be awarded towards course related costs such as travel and childcare. This help is dependent on your personal circumstances.