



THE CORNWALL COLLEGE GROUP

# Bicton College funding support and transport information/application forms

## Further Education - Students aged 16 - 18

### WHAT FINANCIAL SUPPORT IS AVAILABLE?

- Subsidised bus pass - if your home address is over 3 miles from college
- A Guaranteed Bursary
- Free College Meals
- Childcare Support – Care to Learn

### TRANSPORT

To apply for a bus pass – please complete the attached application form

- A subsidised bus pass will cost £580 (subject to any Local Authority funding changes)
- If your 2016/17 household income is below £25,000 you will be eligible to apply towards funding for the cost of a pass. Please complete the attached **Transport Application Form. If a bus pass is unavailable, mileage allowance will be rewarded.**
- **Students who are residing during term time are not eligible for this funding support.**

**See the attached Transport Application Form for further details.**

### GUARANTEED BURSARIES

Please complete the attached application form if you are aged 16 – 18 and are:

- In care
- A care leaver
- A young person (16-18 in receipt of income support in your own right)
- A disabled young person in receipt of Employment Support Allowance AND Disability Living Allowance or Personal Independence Payment

### FREE COLLEGE MEALS

The free school meal scheme has now been extended to include free college meals for students aged 16 – 18 whose household income meets the eligibility criteria.

If you think you may qualify, please apply online at <https://www.cloudforedu.org.uk/ofsm/cornwall-college/apply>

### CHILDCARE SUPPORT - CARE TO LEARN

If you are aged under 20 at the start of your course and require childcare, the cost will be paid through this funding. Please visit [www.gov.uk/care-to-learn/how-to-claim](http://www.gov.uk/care-to-learn/how-to-claim) or visit Student Services where staff will be able to assist you.

All details are correct at the time of printing but funding support and transport charges are subject to any Government or Local Authority funding changes. We will notify you should any changes occur.



# Travel to Bicton College Application Form 2017-18

PLEASE COMPLETE THIS FORM TO APPLY FOR TRANSPORT

## APPLICANT INFORMATION

Name:	
Date of Birth:	Tel No:
Current Address:	
Post code:	Age on 31/08/17:
Email address:	

## COURSE INFORMATION

Course name:		
Days per week attended (please circle)		
Monday	Tuesday	Wednesday
Thursday	Friday	

## PARENT/GUARDIAN CONTACT (IF UNDER 18)

Name of parent/guardian	
Address:	Tel No:
	Post code:
Relationship:	

## CHARGES

The cost of bus passes is £116 per year for each day of the week travelled, to a maximum charge of £580\*. Payment can be made in three termly instalments.

Days of travel	Cost per year	Term 1 (on application)	Term 2	Term 3
1 day per week	£116	£51	£35	£30
2 days per week	£232	£95	£87	£50
3 days per week	£348	£145	£110	£93
4 days per week	£464	£186	£168	£110
5 days per week	£580	£230	£210	£140

## PAYMENT

Have you applied for funding?	YES/NO
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- Term 1      On receipt of payment a pass will be ordered and posted to you.  
Term 2      Once payment is received pass can be collected from Student Services before Christmas break.  
Term 3      Once payment is received Pass can be collected from Student services before Easter break.

PLEASE NOTE THESE TIMINGS IN YOUR DIARY AS NO REMINDER LETTER WILL BE SENT.

Signature	Date
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PLEASE ATTACH PASSPORT SIZED PHOTOGRAPH

## FUNDING SUPPORT

If your household income is **below £25,000**, for tax year 2016/17 you may be eligible for help with the cost of the bus pass. Please complete the attached application form to accompany this transport application and return to Student Services at Bicton College. If you are paying by card, please call **01395 562448**

**PAYMENT CAN BE MADE BY CHEQUE, DEBIT/CREDIT CARD.**

**NO BUS PASS WILL BE ORDERED UNTIL PAYMENT IS RECEIVED OR FUNDING AWARDED.**

Submission of this form will allow us to arrange transport on your behalf through Devon County Council (DCC) by means of contract bus, public (Stagecoach) bus, depending on where you live. We have generally found the cost of these sponsored seats to be lower than if you pay for them through any other scheme, such as Megarider, as the Local Authority can negotiate a better price than an individual can get. We are not guaranteeing that the cost will be less. In addition, the seat is a guaranteed place on the bus and will arrive at the College site at 9am and leave at 5pm.

You will need to enclose one clear passport-sized photograph of yourself (the learner). If you do not know the timetabled days that you will be attending, please ring (01395) 562400 and ask to speak with your Course Tutor who will provide you with the information. We are unable to order a pass unless the form has been fully completed and photo attached.

### What if I don't get my pass in time for the start of term?

**UNTIL YOU RECEIVE A VALID PASS, YOU WILL BE RESPONSIBLE FOR MAKING YOUR OWN WAY TO COLLEGE, AT YOUR OWN EXPENSE.**

\*The standard fee is the maximum you will pay for travel in most cases however we reserve the right to charge a higher amount in exceptional cases. Please contact us if you have any concerns as soon as possible so that we can help you to get to Bicton College. This is subjected to change for 2017/18 depending on government funding.

### OFFICE USE ONLY:

Application successful	YES/NO (delete as applicable)	Date:
Application unsuccessful Reason:	YES/NO (delete as applicable)	Date:

# Funding Support Application form 2017-18

PLEASE COMPLETE THIS FORM FOR A GUARANTEED BURSARY AND /OR TRAVEL PASS

IF YOU ARE YOU STUDYING AN APPRENTICESHIP YOU ARE UNABLE TO APPLY FOR BURSARY FUNDING SUPPORT

Have you been a permanent resident in UK or EU for the past three years?	YES
	NO
If No please provide evidence of your current immigration status	

## GUARANTEED BURSARY:

If any of the following apply you may be eligible for a Guaranteed Bursary:

1. In care (evidence from Local Authority to be attached)	
2. A care leaver (evidence from the Local Authority to be attached)	
3. A young person (16-18 in receipt of income support in your own right (Income Support entitlement letter to be attached)	
4. A disabled young person in receipt of Employment Support Allowance AND Disability Living Allowance or Personal Independence (evidence to be attached to be attached)	
IF YOU HAVE ANSWERED YES TO ANY OF THESE QUESTIONS, PLEASE GO STRAIGHT TO DECLARATION	

## ALL OTHER STUDENTS TO COMPLETE THIS SECTION:

Do you live with at least one of your parents/*guardians AND are dependent on their income?	YES
	NO
(*For funding support purposes 'Guardian' includes any adult whose income you are dependent upon) About your parents/*guardians/parent's partner/step parent with whom you live	

Surname	First Name	Relationship to you
Income of above for tax year 2016/17 :	Person 1 £	Person 2 £
	evidence required	evidence required

ACCEPTABLE EVIDENCE OF INCOME MUST BE ENCLOSED, PLEASE SEE BELOW  
Photocopies only please as evidence cannot be returned.

- A Tax Credit Award notice for 2017/18, showing income for tax year 2016/17
- If you receive out of work benefits or pension, please enclose an award letter, less than 3 months old
- 2016/17 P60 for any of the household named above
- Statement of earnings for 2016/17 from HMRC
- If you are self-employed, please enclose a copy of the latest verified accounts (unless you have enclosed a tax credit award notice)

## DECLARATION BY APPLICANT

- The information I have given in support of this application is correct and complete.
- I understand that to qualify for this fund my gross taxable household income has to be under ££25,000 per annum. I have provided evidence to support this.
- I will inform Student Services immediately in writing if there is a change in circumstances.
- I understand that if there is a change in circumstances, including my Learning Programme or if I withdraw from my course before it completes, I will be asked to return any bus pass funded by the College.
- I will inform Student Services if I join an Apprenticeship scheme or become eligible for a training wage.
- I understand the information I provide on this form, along with the supporting evidence, will be used in confidence for the purpose of processing the application and administering the Fund. However this may entail some information being shared with the Funding Agencies and other statutory bodies responsible for providing educational funding and support.

Student Signature	Date
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## DECISIONS, PAYMENTS, REVIEWS AND APPEALS

You will normally be notified of our decision and any allocation by letter to your home address. No payments will be made until we receive confirmation that you have enrolled on your course. No payments can be made in advance of this. Decisions regarding the payment or non-payment of monies from the Fund and the amount of any payments shall be made by the administrators in accordance with government guidelines for administration of the fund and the college policy. If you are dissatisfied with the result of your review you may request an appeal. Your appeal must be made in writing, within 21 days of the date of the result of your review. Your reasons for wanting an appeal should be clearly stated and addressed to the Student Services Manager. Appeals will not be considered where a turndown has been made due to the fund being exhausted.

## NOW SEND THIS FULLY COMPLETED APPLICATION FORM AND EVIDENCE TO STUDENT SERVICES ON THE APPROPRIATE CAMPUS AS DETAILED BELOW:-

Student Services, Bicton College, East Budleigh, Budleigh Salterton, Devon EX9 7BY

Further information and our FE Funding Support Policy together with additional application forms, are available on our website:  
<https://www.bicton.ac.uk/student-support/financial-support/>

These documents are also available from Student Services on each campus. If you need any help in completing this application form please contact Student Services where staff will be happy to assist you.

Both Transport and Funding Support Applications will be processed from 1st June. Incomplete forms, or those received without correctly dated income evidence will not be processed and returned to you. Please note applications received after 29th July may not be processed in time for the start of term. All details are correct at the time of printing but funding support and transport charges are subject to any Government or Local Authority funding changes. We will notify you should any changes occur.

## IF YOU REQUIRE THIS FORM IN LARGER PRINT PLEASE CONTACT STUDENT SERVICES