



THE CORNWALL COLLEGE GROUP

# Duchy College Stoke Climsland

# funding support

## information/application forms

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## Further Education - Students aged 19+

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IF YOUR HOUSEHOLD INCOME FOR 2016/17 IS BELOW £25,000  
YOU WILL BE ELIGIBLE TO APPLY FOR:

- A contribution towards travel costs
- A contribution towards tuition fees (not applicable to students studying with an Advanced Learning Loan)
- A contribution towards childcare costs

### TRAVEL SUPPORT

If you live more than 3 miles from your college campus we may be able to support your travel costs for attended timetabled days. The allowance is 15p per mile and may be capped, depending on individual's circumstances. If you would prefer a bus pass (subject to availability), please complete the attached funding form. If a bus pass is unavailable mileage allowance will be awarded instead. Students who are resident during term time are not be eligible for this funding support.

### CONTRIBUTION TOWARDS TUITION FEES

If you are required to pay tuition fees, the fund can support you with a contribution. Students in receipt of an Advanced Learning Loan will have fees paid through their loan.

### CHILDCARE COSTS

If you are aged 20+, the fund can support childcare costs. Government funded hours must be accessed in the first instance. This fund is capped at £4,000 per child, for a maximum of 3 children per academic year, and only to cover timetabled hours plus pick up and drop off times. It cannot cover any self-study hours.

Please request a childcare application form. Contact details are listed on the back of the attached application form.

If you are under 20 on the start of your course you can claim childcare funding through Care to Learn [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).



# Further Education Financial Support Application Form 2017-18

PLEASE COMPLETE THIS FORM TO APPLY FOR FINANCIAL SUPPORT

## PERSONAL DETAILS

Title (Mr/Miss/Ms/Mrs)	Student Surname
First Names:	Date of Birth:
Contact Address:	
Post code:	Tel No:
Mobile:	Email address:

## NATIONALITY & RESIDENCY

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

Course Title and Level:	
Number of days per week if known	
Campus	1st/2nd year (delete as applicable)

## TRANSPORT

Bus pass requested?	YES/NO (if available, delete as applicable)
Travel allowance Students living more than 3 miles from college will be awarded travel allowance unless bus pass requested or bus pass unavailable	YES/NO (delete as applicable)

## CHILDCARE

An additional application form will be required for Childcare Funding.

Please visit our website: [www.duchy.ac.uk](http://www.duchy.ac.uk) to download a copy or contact Student Services to request a form.

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

## ABOUT YOUR HOUSEHOLD:

Do you live with a partner / spouse or live *independently in a shared household? (this can be a parent/guardian's house)	YES/NO
*To be assessed as 'independent' when living with parent/guardian you will need to demonstrate a living wage or benefits in your own right. If you cannot do this, your application will be assessed on the income of parents/guardians.	

## NAME OF SPOUSE / PARTNER:

Income for 2016/17	YOU £:	YOUR PARTNER £:
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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 or all of the households 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 may be asked to repay and funding awarded from the FE Bursary Fund.
- I will inform Student Services if I join an Apprenticeship scheme.
- 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 Bursary 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

## 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:-

Duchy College Stoke Climsland  
Stoke Climsland,  
Callington,  
Cornwall PL17 8PB

*Further information and the Cornwall College Group FE Bursary Policy together with additional application forms, are available on our website: [www.duchy.ac.uk/student-support/financial-support](http://www.duchy.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 Bursary 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 for both transport and bursary fund 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

### OFFICE USE ONLY:

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