



THE CORNWALL COLLEGE GROUP

# Duchy College Stoke Climsland 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

- A subsidised bus pass will cost £398 (subject to any Local Authority funding changes)
- If your 2016/17 household income is below £31,000 you will be eligible to apply towards funding for the cost of a pass. See complete the attached funding application form. If a bus pass is unavailable mileage allowance will be awarded instead.
- Students who are resident during term time are not eligible for this funding support.

### GUARANTEED BURSARIES

Please complete the attached Funding Support 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.



# Duchy College Student Transport Application 2017-2018

For routes and collection points please email [transportbooklet@cornwall.ac.uk](mailto:transportbooklet@cornwall.ac.uk)

PLEASE COMPLETE THIS FORM TO APPLY FOR TRANSPORT SUPPORT

## STUDENT DETAILS:

Title (Mr/Miss/Ms/Mrs):	Student Reference Number (if known):
First Name:	Surname:
Date of Birth:	Tel No:
Address:	
Post code:	Date moved to current address:
Email address:	

## PARENT/GUARDIAN DETAILS (IF UNDER 19)

Title (Mr/Miss/Ms/Mrs):	
First Name:	Surname:
Relationship to student:	Tel No:
Email address:	

## COURSE DETAILS

Course Title and Level:
Number of Days per week (if known)

## TRANSPORT REQUIREMENTS

Route:	Collection point:
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## ADDITIONAL TRANSPORT REQUIREMENTS (16-18 only)

Taxi required?	Yes	No	If Yes, application will need to be supported by medical evidence.
Route:	Collection point:		

## COST INFORMATION (If under 19)

Cost:	£398
Instalments:	Payable termly (£150, £150 & £98)
How to Pay:	Cash, Cheque & Card (Contact your Campus)

IF YOUR ANNUAL HOUSEHOLD INCOME IS BELOW £31,000, FUNDING FOR THE FULL COST OF THE PASS IS AVAILABLE. PLEASE COMPLETE THE FUNDING APPLICATION FORM ON THE REVERSE OF THIS PAGE.

## TRANSPORT RULES AND DECLARATION

- Ticket must be carried and shown to driver on all journeys in conjunction with Student ID.
- Valid for route only as indicated on front of bus pass. Not transferable to other routes.
- Smoking, Vaping or inappropriate behaviour on the bus may result in refusal of transport.

Please sign to confirm you have read and understood the above terms and conditions of travel.

Student Signature	Date:
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FAILURE TO COMPLETE THIS FORM FULLY WILL SIGNIFICANTLY DELAY THE ISSUE OF A PASS

# Funding Support Application form 2017-18

PLEASE COMPLETE THIS FORM TO APPLY FOR FINANCIAL SUPPORT FOR A GUARANTEED BURSARY AND/OR A TRAVEL PASS.

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

## 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 ON PAGE 5

## 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)

## SECTION G: 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 £31,000 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 Funding Support Fund. However this may entail some information being shared with the Funding Agencies and other statutory bodies responsible for providing educational funding and support.

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 Funding Support monies 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 our FE Funding Support 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 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 for both transport and funding 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**