

Part B: TRANSPORT COSTS – FUNDING AVAILABLE FOR ONLY ONE OPTION – see guidance notes

<p>Are you applying for funding for a Truro & Penwith College “First Kernow” bus pass which can also be used evenings/weekends/holidays?</p>	<p>YES</p>	<p>NO</p>
<p>Or</p>		
<p>Are you applying for funding for a Cornwall Council bus pass which is primarily for areas not covered by First Kernow buses (i.e. Constantine/Gorran/Gorran Haven/Veryan) and is valid for travel to and from college only? Please see notes below.</p>	<p>YES</p>	<p>NO</p>
<p>Or</p>		
<p>Are you applying for funding for Cornwall Council assisted taxi travel? Please see notes below.</p>	<p>YES</p>	<p>NO</p>
<p>Notes: <u>The Council will NOT issue any transport until the first term’s payment has been received.</u></p> <p>For more details on the Cornwall Councils Post 16 transport Scheme 2017/2018, please see www.cornwall.gov.uk/post16transport or telephone pupil transport on 01872 322797. Please note a Cornwall Council Assisted Transport Application Form needs to be completed online by Friday 28 July 2017. The council will be accepting applications from the 1 June 2017 and the deadline for an “on time” application is Friday 28 July 2017. For students who apply after 31 July, transport will not be in place until 26 September 2017.</p> <p>If you have any queries concerning Cornwall Council transport please contact the council on 01872 322797.</p>		

Part C: THE GOVERNMENT PRIORITISES SOME GROUPS OF STUDENTS.

Please complete if you, the student, are:	YES	NO
1. A child In care		
2. A care leaver		
3. A young person (16-18) in receipt of Income Support or Universal Credit IN YOUR OWN RIGHT		
4. A disabled student in receipt of Universal Credit or Employment Support Allowance TOGETHER WITH Disability Living Allowance or Personal Independence Payment.		

SEE GUIDANCE NOTES FOR THE EVIDENCE WHICH MUST BE PROVIDED IF YOU HAVE ANSWERED YES TO THE ABOVE

Part D: SUBSIDISED COLLEGE MEALS FOR 16 – 18 YEAR OLDS/or up to 25 year olds if in receipt of Universal Credit or ESA, together with DLA or PIP who have a LDA or EHC

MEAL DEAL – electronic credit of £2.41 automatically appears on student’s I.D. card.
This funding is only for students from families who are **NOT** in receipt of working tax credits with an earned annual household income **below £16,190**.
It is only available to those students who meet the Government free school meal criteria.
Students are eligible for a subsidised meal on the days they are timetabled to be in College and allocated on a termly basis. See guidance notes re automated scheme

Do you wish to apply **YES** **No**

Assessment will be made on the income evidence provided with this application and you will be notified by email. You should notify us immediately of any change in financial circumstances.

Part E: DISCRETIONARY FUNDING

Discretionary funding is available to those students who are **BOTH** on a low income **AND** studying a specialised course that incurs costs for course specific materials. Please tick if studying:

Art
 Photography
 Engineering & Construction
 Catering - Please include your completed kit list application if applicable.
 Hair & Beauty - Please include your completed kit list application if applicable.

Discretionary funding is not intended to cover the entire cost of course materials so students will be expected to make a contribution and does not cover basic essential course materials such as pens, paper and general stationery which students will be expected to purchase themselves.
Please be aware funding is limited.

If you think you may be eligible please explain below any particular family circumstances which may support your application e.g. **Young Carer:** (Use an additional sheet if necessary)

Some help may be available for students on part-time courses.

Part F: CHILDCARE COSTS

Will you be applying for help with childcare costs?	YES	NO
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N.B. childcare costs are limited to approximately £5 per hour to a maximum household income of £21,000 p.a.

If you wish to apply and you are 20 or over you will need to complete a Childcare Support form from the Student Services Office. (See Guidance notes for details).

Please note that funding cannot be given until evidence of your 19+ Advanced Learner Loan is provided (where applicable).

If you are 16-19 contact Care to Learn (See Guidance notes for details)

To obtain childcare costs you must attend college for every lecture. Only OFSTED registered childcare providers will be considered.

Part G: ABOUT OTHER PEOPLE LIVING IN YOUR HOME

Do you live with at least one of your parents/guardians? If YES, go to section G1	YES	NO
If NO go to section G2		

G1: ABOUT YOUR PARENTS/GUARDIANS/PARENT'S PARTNER/STEP PARENT

Surname	First Name	Relationship to Student	Occupation
How many brothers or sisters (under the age of 19) live with you?			
Are any of these siblings attending Truro and Penwith College? If "YES" please state name.			

G2: FOR STUDENTS NOT LIVING WITH PARENTS/GUARDIANS

Do you live with a partner? (Your partner's income will need to be included in the household income details you provide).	Yes	No
If YES please provide information below (A partner is defined as someone you are married to/have a civil partnership with, or live with as if you are married to/have a civil partnership with).		
Surname	First Name	

H : Please circle the option that applies A, B or C – To be completed by either:

- A) parent/guardian/carer with whom you are living if you are 16 – 19 years old, OR
- B) student if living independently from parent (please include earnings of partner if applicable) OR
- C) over 19 (please include earnings of partner if applicable)

What is your current EARNED Gross annual household income? £

(This figure can be found on your most recent Tax Credits Award or P60)

We calculate your household income by adding your GROSS earned income to your working tax credit award.

If you are in receipt of Tax credits, we will need a **full copy** of your most recent award in order to calculate your household income. Please tick which applies and provide the requested evidence.

1. Child tax credit award <input type="checkbox"/>	Office Use: Name of Benefits received	Office use
2. Working Tax credit award <input type="checkbox"/>	Office Use : Earned Income	Office use
3. If you are not in receipt of working tax credits due to your income – please provide your P60 (s) or your most recent payslips covering a 3 month period. <input type="checkbox"/>	Office use	Office use

For an up to date Tax Credit Award you can call the tax credits helpline on 0345 300 3900 or 0345 300 3909. www.taxcredits.gov.uk .

If you do not fit into one of the above categories, please supply some evidence from the list:

As parent/guardian or student do you receive any of the following? Please tick all that apply

SELF ASSESSMENT TAX CALCULATION OR LETTER FROM ACCOUNTANT
JOB SEEKERS ALLOWANCE
EMPLOYMENT & SUPPORT ALLOWANCE
INCOME SUPPORT
UNIVERSAL CREDIT
HOUSING BENEFIT
PRIVATE PENSION
PENSION CREDIT (GUARANTEED CREDIT)

Please provide clear, up-to-date **COMPLETE** copies (**all pages**) of your Tax credit award.

DO NOT send originals.

If you have any questions please call one of the numbers listed at the end of this form.

Do you have any other income / savings / investments?

If YES please provide supporting evidence.

Does your son/daughter receive financial support from any other source?

e.g. non-resident parent, grandparent etc.

If YES please provide information.

If you have answered NO to all of the above questions, please read the Guidance Notes to see what evidence of income is required.

Part I:

I certify that the information provided is correct. I understand that the college has the right to reclaim any bus passes, funds or equipment if I am found to have provided false information or do not complete the course.

I understand that any financial assistance with future bus passes is dependent on a minimum of 90% attendance as recorded on the college MIS system.

I will inform you of any changes in circumstances. All equipment is for my own use.

I understand that my situation may be discussed with relevant colleagues. I consent to the information I have provided being used by the College in accordance with the Data Protection Act 1998.

Student Name: Signature of Student

Date

**Signature of Parent/Guardian
(if student is under 19 years old)**

Date

Parent email address:

This application is only valid for ONE YEAR and students returning to College for the academic year 2018/2019 will need to reapply with up to date evidence before completing their first year.

Please note there may be additional discretionary funding for students who are 19 and over at the start of their course. Contact Student Services for details.

**APPLICATION FORM FOR FUNDED/PART FUNDED TRURO COLLEGE BUS PASS AUTUMN
2017/2018**

Please read carefully, the Terms & Conditions before applying for your Bus Pass.

Complete all sections of the application form. Once processed you will be advised as to the level of funding available towards the cost of the bus pass by email and how payments can be made.

Lost Bus Pass: If you lose the bus pass please inform the Transport Office (01872 267003) and also report the loss to reportmyloss.com to obtain a police reference number.

PLEASE NOTE: THERE WILL BE A £15 CHARGE FOR A REPLACEMENT.

The renewal of the bus pass each term is dependent upon attendance and the student must have 90% or above attendance for us to continue funding at the same level.

We can only guarantee the bus pass being in place at start of term if we receive applications by 4th August, 2017

Applications received after that date will be processed as quickly as possible.

Please complete:

APPLICATION FORM FOR TRURO COLLEGE BUS PASS – (Autumn Term 2016)

Surname: _____ **First Name:** _____

ID Number: _____ **Date of Birth:** _____ **Tel:** _____

Home Address: _____

_____ **Post Code:** _____

Main Route Pick up Point: _____ **Chosen Course at Truro College:** _____

Cheque _____

Cash _____

Card _____

Receipt Number _____

Date Received _____

FOR OFFICE USE ONLY

All of the buses used are service buses; a bus pass on this scheme offers flexibility of travel at a considerably reduced rate. "FIRST" will provide main route bus services to arrive at the College by 09.00 and to depart after 16.15. Students will need to make their own way to and from home to the nearest bus stop. The Truro College Bus Pass can also be used on Evenings, Weekends and Holidays after 9am for any "FIRST" Service in Cornwall.

Truro & Penwith College has no control over changes to normal service routes, or loss of routes, this responsibility does not lie with us, but we will make every effort to assist if this happens.

"FIRST" will allow all Truro & Penwith students in possession of a College Bus Pass to use the service as per Terms & Conditions below.

The cost of the bus pass is divided into three terms: Autumn, Spring & Summer and needs to be renewed each term accordingly. This is NOT automatically renewed as is dependent upon 90% or above attendance.

TERMS & CONDITIONS

TC1. The travel pass can be used between the inclusive dates shown.

TC2. Students will be expected to travel to College on the "200" series of services where such Services are operated, as these are provided on behalf of Truro and Penwith College as part of a contract. Travel will however be permitted on other "FIRST" local services where a "200" route is provided but only after 0900 hours.

TC3. Where no "200" series service is available for travel to/from Truro and Penwith College a normal "FIRST" service may be used.

TC4. Notwithstanding conditions TC2 & TC3 the holder of a Truro and Penwith College Travel pass may use the pass at any other time.

TC5. Truro and Penwith College Travel pass holders will be permitted to use the pass during the Holiday following the term for which the pass has been used but it will EXPIRE before the new term commences. This facility will also apply during the summer holiday break where an expiry date of 31st August will be applied.

TC6. The Travel pass must be shown to the driver on every journey. If no pass can be produced at the time of travel then the ordinary adult single fare must be paid. Altered, defaced or damaged passes will not be accepted and will be withdrawn.

TC7. The pass is NOT transferable and does not give the holder priority over other passengers. It is issued subject to the rules and regulations of the Company.

TC8. "FIRST" will refuse to allow travel to any passenger who is abusing the rules and regulations of the Company.

For details on the Cornwall Council Post 16 Transport Scheme www.cornwall.gov.uk/post16 transport. Please note applications will be accepted from the 1st June 2017 and the deadline for an on time application is Friday 28 July 2017

TERMS & CONDITIONS, GENERAL INFORMATION & GUIDANCE NOTES

IF YOU ARE APPLYING FOR FINANCIAL ASSISTANCE WITH A BUS PASS:-

Please return this bus pass application together with your income evidence to the Student Services office as soon as possible – see address below.

We will email to tell you 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 4th August, 2017

Applications received after this date will be processed as soon as possible.

Please remember: Your application will not be processed unless you complete all relevant sections of the form AND provide the documentary evidence requested.

Any financial assistance granted is based on satisfactory attendance as recorded on the college MIS system and adhering to your learning agreement.

Your form should be returned to the address below. **Your form will not be acknowledged in writing** but we may need to contact you regarding your application so please ensure you have provided parent/carer's email address where applicable.

Please return the form to:
Student Services,
Mylor Building
Truro College,
College Road,
Truro
TR1 3XX

WHAT HAPPENS NEXT?

For application forms received by Friday 4th August, 2017 the bus pass will be ready for collection on Induction Day, or for second years on first day of term.

Once we have received your application and income details, if all information is complete, we will process bus pass applications through the summer, ready for collection on Induction Day. **Bus Passes are allocated on a termly basis regarding funding, but renewed each term based on attendance.**

Those eligible for a Subsidised Meal Deal will be informed by email or phone during the summer.

Bursary applications are valid for the academic year, so once we have your details it is the responsibility of those students who are eligible for discretionary funding to come into Student Services as and when a College expense arises.

Renewal of the bus pass is dependent on the previous term's attendance and students will need to go to Student Services towards the end of each term to renew their bus pass.

Students with an on-going medical condition should provide evidence as soon as possible to Student Services so that this can be taken into consideration when renewing their bus pass.

All absences must be reported to the relevant Curriculum Secretary – Telephone numbers can be found in the student handbook.

All students are expected to take responsibility in ensuring their attendance record on MIS is accurate. It is recommended that students check their attendance at least once a week.

Lost swipe cards must be replaced within five days.

If you wish to appeal against a decision please write to Student Services.

The Student Services Team will be happy to discuss any queries you may have regarding your application.

LINES OPEN FROM 8AM – 11AM

Contact us on the following numbers:
01872 267119 / 267124 / 267113 or 267565

Please be patient this is an extremely busy time

Please ensure your email address is clearly written on page one of the bursary application for future correspondence.

The main bursary fund form needs to be completed each year whilst the bus pass application form must be renewed each term.

Remember the deadline for applications to be processed in time for start of Autumn Term is

Friday 4th August, 2017

Applications received after this date will be processed as soon as possible.

IMPORTANT DATES / NOTES FOR YOUR DIARY

AUTUMN TERM:

Deadline for applications to be processed in time for the start of the Autumn Term is **4th August 2017**

Payment contributions need to be paid by **9th August, 2017**.

tel. no. for payments: 01872 267003 or 01872 267037

SPRING TERM BUS RENEWAL:

Any payment due should be paid by **6th December 2017**.

tel. no. for payments: 01872 267003 or 01872 267037

If attendance during the Autumn Term is below 90% students may not be eligible for the same level of financial support.

SUMMER TERM BUS RENEWAL:

Any payment due should be paid by **14th March 2018**

tel. no. for payments: 01872 267003 or 01872 267037

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

The Student Services Team will be happy to discuss any queries you may have.

Lines open 8am – 11 am

Contact us on the following numbers:

01872 267119 / 267124 / 267113 or 267565

Please be patient this is an extremely busy time

Truro & Penwith College Bursary Fund Guidance Notes 2017-2018

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 Help Desk on: 01872 267119 / 267124 / 267113 or 267565 between 8am and 11 am Monday to Friday.

Part A: Personal Details

This is to be completed by the student. If you are an Asylum Seeker please contact the Student Services team on one of the above numbers.

Please provide parent's email address for communication purposes.

Students over 19 as of 1st September 2017 who are doing a level 3 qualification, will need to apply for an Advanced Learner Loan. **Contact Annabel Aitken on 01872 308193 for further details.**

Part B: Transport Costs

Please indicate **only one choice** either Truro College "First" bus Freedom Pass which can be used evenings, weekends and holidays or Cornwall Council Pass for areas not covered by "First" buses and which can only be used to and from college.

"Household Income" for either application is calculated on gross annual income plus working tax credit entitlement.

Household income under £16,000 – eligible for a Truro College bus pass at subsidised rate of £50 per year payable in instalments. Instalments are Autumn Term £20, Spring Term £15 and Summer Term £15. Proportional rate for Cornwall Council Pass.

Household income £16,001 - £22,000 eligible for a Truro College bus pass at subsidised rate of £130 per year payable in instalments. Instalments are Autumn Term £55, Spring Term £40 and Summer Term £35. Proportional rate for Cornwall Council Pass.

Household income £22,001 - £31,000 eligible for a Truro College bus pass at subsidised rate of £260 per year payable in instalments. Instalments are Autumn Term £110, Spring Term £80 and Summer Term £70. Proportional rate for Cornwall Council Pass.

To see criteria for the Cornwall Council Pass please visit their website on www.cornwall.gov.uk/collegetransport

Funding for Cornwall Council Bus Pass/Assisted Travel is offered at the same proportional discount as the Truro College Bus Pass. **This form is for funding towards the Cornwall Council bus pass/assisted travel and in addition a separate application must be completed, please contact Student Services to obtain details on this scheme.**

Families who have more than one student at college should contact Student Services to see if further assistance can be given. Please note that all subsidies will only continue for each term providing 90% or above attendance is achieved as recorded on the College's MIS database.

Autumn bus passes are available for collection on Induction Day. Please contact the Student Services Office if you have any queries regarding your application.

Part C: Vulnerable Students

Vulnerable learners (as defined by the government) are eligible for a weekly bursary. Only students who can answer yes to any of the questions need complete this section. You must provide one of the following pieces of evidence:

If you are **in care** or 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 **Income Support** or **Universal Credit** in your own right a letter from the Benefits Agency outlining the details of your benefit.

If you are a disabled student in receipt of Universal Credit or Employment & Support Allowance **AND ALSO** in receipt of Disability Living Allowance or Personal Independence Payment, please provide a letter from the Benefits Agency confirming **BOTH** awards.

Part D: Subsidised College Meals for 16 – 18 year olds/or up to 25 year olds in receipt of Universal Credit or ESA plus DLA or PIP who have a LDA or EHC.

This funding is only available to families **NOT** in receipt of Working Tax Credits with an earned annual household income below £16,190.00 in accordance with the Free School Meal Criteria (as on www.gov.uk). Students who are eligible will receive a subsidised meal on the days they are timetabled to be in college.

The college runs a cashless system and the meal allocation of £2.41 is automatically loaded onto the student's identity card each day so is totally anonymous. This amount does not carry over to the following day if not used.

Part E: Discretionary Funding:

If in addition to a bus pass, you require further financial help for course costs, you **MUST** complete this section. Discretionary funding is available to those students who are **BOTH** on a low income **AND** studying a specialised course (i.e. art or photography) that incurs costs for course specific materials. It is not intended to cover the entire cost of course materials so students will be expected to make a contribution. It does not cover basic essential course materials for example: - pens, pencils, paper etc. and general stationery which students will be expected to purchase themselves. **There is no automatic entitlement to funding.** Adult Learners may be eligible for discretionary funding towards course related costs such as travel and childcare. This help is dependent on your personal and financial circumstances, and attendance.

Part F: Childcare Costs

ALL CHILDCARE COSTS ARE LIMITED TO A MAXIMUM OF £5 PER HOUR AND TO A MAXIMUM HOUSEHOLD INCOME OF £21,000 p.a.

If you are 20+ and require help with childcare costs please contact the Student Services team, and we will send you the relevant application form. We do not cover costs during holiday periods.

Please note if you are 20 and over at start of your course and studying a level 3 course and not in receipt of the Advanced Learner Loan, you will not be eligible for childcare funding. If you are under 20 at the start of your course 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.gov.uk/caretolearn or contact your local Young People's Centre.

Part G: Members of Household

About the other people living in your home

G1. You must include information about your parents / step-parents / parent's partner/guardians.

G2. This section is to be completed if you live independently and have a partner.

Part H: Financial Circumstances

This section is to be completed by:

parents/guardian/carer of students living at home with parent

OR

by student if living independently from parent – this means not living in the same dwelling and financially independent if in doubt please contact us (please include earnings of partner if applicable)

OR

by student if over 19 at start of course, (please include earnings of partner if applicable).

Please provide clear up to date copies of income evidence. (Do not send originals). 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 then please send your current award and forward amendments as soon as received.

If you are not eligible for Working Tax credits due to your income, please provide your most recent P60 or your most recent 3 month's payslips.

- If you are self-employed, provide your most recent Self-Assessment and/or a letter from your accountant on your accountants headed paper.
- 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.

Part I:

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

Please ensure that you have completed all relevant sections and enclosed the necessary documentation. To guarantee delivery, please check that the correct postage is on the envelope.

ADDITIONAL SERVICES – the following support is available in Student Services



KERNOW YOUNG CARERS offers a range of support to people under 18 who provide care for a family member.

Appointments can be made to see them in Student Services.

For more information, contact Steve Phillips (safeguarding officer) tel: 07702339270 email stevephillips@truro-penwith.ac.uk

<http://kernowyoungcarers.org/>



YZUP – Wise Up offers support, information and advice to people under 19 about drugs and alcohol. Tel: 0800 1693787 or 263895. Or email stevephillips@truro-penwith.ac.uk



YOUNG PEOPLE CORNWALL can offer advice on a wide variety of topics as well as running youth projects. If you require advice on, for example, benefits and housing, debt, or budgeting please call into Student Services to make an appointment.



CAREFREE – offers support to those in care and leaving care. For more information, contact Steve Phillips: 07702339270.



The College has its own careers adviser and we also work with Careers South West.



OPEN MIND is Truro College's own mental health team, providing a range of services to promote mental well-being and awareness. Mental Health advisers are situated in Student Services.

Appointments, or for more information please email:

sarahhodder@truro-penwith.ac.uk or

suzannem@truro-penwith.ac.uk

A counselling service is also available run by experienced and qualified counsellors. Further info is available in Student Services.



An additional counselling service is offered at the College by Outlook South West tel: 01208 871905 for more information.



Truro College has a contraception and sexual health clinic. Qualified and experienced nurses are available to advise young people about Contraception and enable them to make responsible and informed decisions about their relationships.