

Dear Student

City College Plymouth Bursary

I am pleased to advise you that City College Plymouth has a bursary scheme available for Higher Education students studying in 2019/20.

This scheme is means tested meaning it is only open to students with a household income of £25,000 or less. The scheme is available to both full-time and part-time new and returning students with an award of up to £500 available for the academic year (pro-rata for part-time students). Students must be a UK or EU resident. The bursary will be awarded to successful applicants in the form of grants, subject to attendance, behaviour and submission of work on your course. Payments are planned for October 2019, November 2019 and January 2020, however, this is subject to change.

I have enclosed guidance and a full list of criteria should you wish to apply for this support.

The initial deadline for applications will be at **12noon on Friday 4th October 2019.**

Forms received after this date may not be accepted. Please ensure you follow the application instructions carefully to ensure your application is received.

All applications will then be reviewed and you will be contacted by email to notify you if you were successful or not.

Forms will be processed on a strictly first come, first served basis. There is a limit on the amount of bursaries the College can give so it is important you apply quickly.

If you have any queries regarding the application or evidence required, please call the Higher Education team on **01752 305786** or e-mail he@cityplym.ac.uk.

Yours faithfully



Emma Thomas
Higher Education Officer

CITY COLLEGE PLYMOUTH

BURSARY SCHEME 2019/20

The initial deadline for applications is **12noon on Friday 4th October 2019** and applications will be considered on a first-come, first-served basis.

Applications must give all of the required information and ALL evidence must be supplied. Applications not fully completed and without evidence will be automatically declined.

This scheme is means tested meaning it is only open to students with a household income of £25,000 or less. Although applications will be considered on a first-come, first-served basis, priority will be given to applications from students who are care leavers or students who have learning difficulties or disabilities.

Household Income Evidence – please provide ONE of the following. Photocopies only	
If you cannot provide the evidence listed below please contact the HE Office	
INCOME	EVIDENCE
Student Finance England Maintenance Loan	<ul style="list-style-type: none">• Student Finance Application Approval (this will include confirmation of the amount being paid to the college for your tuition fees and the amount being paid to you to cover maintenance costs)
Tax Credits	<ul style="list-style-type: none">• 2019/20 Tax Credit Award TC602 (not provisional) Pages 1-4 only
Benefits	<ul style="list-style-type: none">• Letter confirming Income Support no more than 6 months' old• Most recent Universal Credit Award Notice• Letter confirming Job Seekers Allowance no more than 6 months' old• Letter confirming Employment and Support Allowance no more than 6 months' old• Letter confirming Pension Credit no more than 6 months' old
Earned Income	<ul style="list-style-type: none">• P60 for 2018/19 or last 3 months payslips
Self Employed	<ul style="list-style-type: none">• Audited accounts for 2018/19• Self-assessment tax calculation for 2018/19
No Income	<ul style="list-style-type: none">• Last 3 months bank statements

How to Apply

To apply, please follow the instructions below carefully to avoid disappointment:

- Applicants must send an email to he@cityplym.ac.uk with the title **HE Bursary Application**
- Applicants must provide a scanned copy of their evidence to prove eligibility. **This must be attached to your email application**
- In your email, please give your **full name, the name of your course and your student number** (for new students this number can be found on your offer email)
- If you are a care leaver, please also note this in your email and attach evidence such as a letter of confirmation from your local authority
- If you have a disability or learning difficulty, please also note this in your email and attach evidence of your diagnosis or a scanned copy of your Disabled Students Allowance Notification Letter.

Terms and Conditions

By applying for this Bursary, you are agreeing to the following Terms and Conditions

- If you are a new student, you have received and accepted an offer of a place on a City College Plymouth Higher Education programme
- That the particulars given in your application/enrolment form are a full and correct statement to the best of your knowledge and that you understand that giving false information may lead to action being taken to recover monies paid. This may also jeopardise any continuing payments from this and any subsequent application you make
- To inform the college immediately if the details you have given change
- To attend classes and activities that form your course regularly and on time
- That if I leave my course early I should notify the Higher Education team immediately and acknowledge that any payments made above my recalculated entitlement may be reclaimed
- To provide additional information, if requested, to substantiate your application and evidence that you are entitled to further instalments of any award allocated

City College Plymouth uses the above information in order to assess your eligibility for funding and for the purpose of administration of your course. Information may also be shared with other bodies who administer public funds and in compliance with legal/statutory obligations. City College Plymouth has a duty to protect the public funds it administers and as such may use the information you have provided upon this form for the detection and prevention of fraud.

If you have any queries regarding these terms and conditions or if you require this information in a larger print, please contact the Higher Education Team on 01752 305786 or e-mail he@cityplym.ac.uk.

College Plymouth Bursary Criteria 2019/20

General Eligibility:

- For full-time and part-time new or returning students
- Household income below £25,000
- Be a UK or EU resident
- Priority will be given to applications from students who:
 - are classed as a Care Leaver
 - have a diagnosed disability or learning difficulty

Entitlement for successful applicants:

- Students will be eligible for an award of up to £500 available for the academic year (pro-rata for part-time students). Students must be a UK or EU resident. The bursary will be awarded to successful applicants in the form of grants, subject to attendance, behaviour and submission of work on your course. Payments are planned for October 2019, November 2019 and January 2020, however, this is subject to change.

Other terms and conditions:

- Successful students are eligible for support for the 2019/20 academic year only
- There are limited awards available meaning applications are considered on a first come, first served basis
- All payments are subject to the student actively attending their course for the entire 2019/20 academic year
- If a student leaves their course at any time during 2019/20, the bursary entitlement will be re-assessed pro-rata based on the students last date of attendance. Therefore, a student may be liable to repay any monies over their adjusted entitlement
- Students must follow the College's Student Charter and attendance/behaviour policy

Full Terms and Conditions of Enrolment available at <https://www.cityplym.ac.uk/terms-conditions-enrolment/>

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