

Student Finance and Travel Guidance and Regulation Booklet 2008/2009



STUDENT SUPPORT FUND

The College is here to help students successfully complete their course of study by providing financial assistance. This is a fund that integrates a number of resources, including the Learner Support Fund and Travel Fund.

WHO CAN APPLY?

To be eligible to apply to the Student Support Funds you must be enrolled or have a definite offer of a place on a course with Bournemouth and Poole College. Your own, partners and / or families household income must fall within the **gross income** thresholds shown in the Student Finance Information Booklets (i.e. before Tax and National Insurance contributions have been deducted).

For each dependant child, under 19 years, in the household we will disregard £1,000 of the gross income when calculating your entitlement.

If you are aged 16 - 18 you will be treated as financially dependant upon your parents / guardians unless otherwise stated in the application form.

You are required to provide **photocopied** evidence of income, as stated on the Application Form. Due to the volume of applications we receive we are unable to return original documentation. Photocopiers can be found in public and college libraries, some post offices and convenience stores; there is normally a small charge for copies.

WHAT HELP CAN I APPLY FOR?

CHILDCARE

If you are under 20 and wish to apply for help with childcare costs you need to apply to Care2Learn. Application forms are available from Student Support Finance Team. Alternatively call Care to Learn directly on 0800 121 8989 or visit the website www.direct.gov.uk/caretolearn

If you are 20 or over and wish to apply for childcare funding you and your Childcare Provider will need to complete the separate childcare application form and apply to the Student Support Fund. You will be required to adhere to the terms and conditions of funding (details available on request). Details of the level of support available are provided in this booklet.

NOTIFICATION OF OUTCOME

We aim to process applications within four weeks (during term time) of receiving them. However, if the form has not been completed correctly or additional information is required a decision may take longer. You remain liable for all fees due unless an award is made.

You will be notified of the outcome of any application. If you have been successful you will be sent an Award Notification which will tell you what you have been awarded and how it will be paid.

If you wish to appeal against a decision you must do so within 14 days of notification. Appeals should be made in writing and addressed to the Student Finance Supervisor, Student Support Finance Team, BPC, North Road, Poole, BH14 OLS.

PAYMENT OF AN AWARD

Awards are paid directly to the relevant College Academy wherever possible. If cheques are issued to the student, it will be made payable in the applicants name unless otherwise requested in writing. Childcare payments will be made directly to the childcare provider.

OTHER INFORMATION

Repeat applications – You will need to demonstrate an element of progression in your study to receive funding for further courses. Funding may be reduced for subsequent courses in the same year.

An award from the Student Support Funds in one academic year does not guarantee or imply that payments will be made in future years. Eligibility criteria has to be reviewed each year to accommodate the current budget.

The Student Support Finance Team must be advised of any change in circumstances including change of address or course.

If you give false information or you leave your course early you may be liable to repay money and / or return equipment given to you, or paid on your behalf, by the Student Support Fund.

Awards may be withheld or withdrawn if your attendance, coursework or behaviour falls below an acceptable level and awards are granted to cover college terms only.

APPLICATION DEADLINES

All applications must be received within 6 weeks of the course start date and no later than the dates below. Any applications after this date may receive a reduced award. The College reserves the right to close the fund at any time.

Autumn Term: Friday 31st October 2008 **Spring Term:** Friday 27th February 2009

Summer Term: Friday 29th May 2009

COURSE COSTS

Equipment / Materials / Clothing / Compulsory Trips / Educational Visits

We will only fund items that are essential to the course. If you need advice about your course costs please speak to your tutor or contact the Academy Administration Office.

No funding is available for the following:

- Basic stationery
- The Studentship Book Scheme
- Book Fees
- Tuition Fees
- CRB Fees
- UCAS Fee
- College Registration Fee (Inc the Admin Fee)
- Beauty Key Fob

Please note that if a course is 'full cost' the fund will not be able to assist with fees and associated costs.

EXAM FEES

If you are under the age of 19 or on a means tested benefit you may be exempt from paying exam fees. However, if the exam is a re-sit or an exam with a specialist awarding body outside of the college you may be charged for exam fees as well as a registration fee. We will not pay for the same exam more than once, if you are required to re-sit an exam you will have to pay for it yourself.

UNFORESEEN SHORT TERM HARDSHIP / EXCEPTIONAL CIRCUMSTANCES

If you are experiencing exceptional financial difficulties during your course you should contact the Student Support Finance Team as soon as possible. The Student Support Funds Application Form should be completed with your circumstances explained in the additional information section. A letter from your tutor, social worker or GP for example should be included where possible to support your application.

TRAVEL

WHO CAN APPLY?

To be eligible to apply to the College Travel Fund you must be enrolled or have a definite offer of a place on a full time course with Bournemouth and Poole College.

You must live over 5 miles from your site of study and in order to assess the mileage between your home and College, we will use the web based AA Route Planner.

If you live within the following council areas and you are under 19 you will need to apply directly to them. If you are over 19 you need to apply directly to the College if you are on a full-time course.

Poole Borough Council	01202 262243
Hampshire County Council	0845 603 5638
New Forest District Council	Contact Hampshire County Council
Wiltshire County Council	01225 713396

If you are unsuccessful in getting support from them please contact the:

Student Finance Team	01202 205660.
-----------------------------	---------------

If you are studying a New Deal, Apprenticeship or any other Government funded Training Scheme you will not be eligible for help through the Travel Fund. You may however purchase Yellow Bus Buzzcards or Wilts and Dorset Saver / Network Tickets at a reduced rate from Main Reception.

PROCESSING THE APPLICATION

When we receive your application it can take up to 2 weeks for it to be processed. Please ensure that you fully complete the Application Form and supply all relevant information. If the form is incomplete it will be returned to you, which will delay the process.

Due to a high volume of applications you will not be notified by post when your travel pass is ready for collection. Please check frequently with Main Reception if you are studying at Lansdowne / LMC / Redlands or The Link if you are studying at North Road / LCH / Knighton Heath in order to see if your pass has arrived. If you are studying at the Fulcrum Centre please check at the Administration Office.

If you are late in picking up your travel pass, you will not be reimbursed for any fares spent.

Regulations on Travel Passes

Depending on which type of pass you receive will determine on where and when you can use it. These are the regulations you will need to be aware of when using your travel pass.

Yellow Bus Pass

- Bus pass issued for whole academic year.
- Only valid from the specified stops shown on pass.
- Can only be used during term time.
- If you leave your course early or withdraw from college you must return your pass back to the Student Support Travel Team. Failure to do this will result in you being charged the full price for the pass. If you have made a contribution toward the pass, a refund may be given for any terms remaining.
- If you lose your pass, a replacement can be issued at a charge of £10.00. Forms for a replacement pass are available from the Student Support Travel Team or Main Reception (Lansdowne) or The Link (North Road)

South West Trains

- Train pass issued for the whole academic year.
- Only valid from the specified stations shown on the pass.
- Can only be used during term time.
- If you leave your course early or withdraw from college you must return your pass back to the Student Support Travel Team. Failure to do this will result in you being charged the full price for the pass. If you have made a contribution toward the pass, a refund may be given for any full terms remaining.
- If you lose your pass, a replacement can be issued at a charge of £15.00. Forms for a replacement pass are available from the Student Support Travel Team.

Wilts and Dorset Network and Saver Tickets

- Can be used at any time and on any days within the dates on ticket.
- If you have made a contribution towards the costs of the pass a refund may be given for any full terms remaining.
- If you leave your course early or withdraw from college you must return your pass back to the Student Support Travel Team. Failure to do this will result in you being charged the full price for the pass. If you have made a contribution toward the pass, a refund may be given for any full terms remaining.
- A number of tickets will be issued throughout the year to cover the relevant term dates. If you are paying by instalments subsequent tickets will only be issued if payment has been received by the due dates.
- **This ticket can not be replaced. Once it has been issued to you it becomes your full responsibility.**