



FAQ – Pre-Degree Bursary (Does not apply to HE)

(Information correct at November 2018)

How do I apply to the Pre-Degree bursary?

You will need to complete a bursary application form, which can be found on the Plymouth College of Art website or provided by Student Support by emailing us at studentsupport@pca.ac.uk.

You must provide evidence to demonstrate your annual household income because without this we cannot assess your application. We will start to take applications for 2019/20 from June 2019 and you will hear back from us at the end of August 2019. Applications are processed on a first come, first served basis. We aim to help those students with the greatest financial need, so please apply as early as you can.

I have applied to the Pre-Degree Bursary Fund, when will I hear back?

Once we have received your completed application form, along with sufficient supporting evidence of income, we will email you as soon as possible. Confirmation of financial awards for September 2019 will be communicated with you via email from the end of August 2019. Please apply early to avoid delay.

How much will I get if I am eligible?

It will depend on your personal circumstances and household income. The bursary may help support towards transport to and from college, meals whilst at college, materials and trips. However, please be mindful that any bursary awards are only a contribution towards expenses.

If I am eligible, when will I receive my financial awards?

If eligible, we will notify the student by email with details of their award, so please ensure that you provide your email address on your application form. We cannot release any awards until students have officially completed enrolment to their course. Please be aware that the first travel payment may not be paid until the end of September 2019 and therefore you may have to pay for travel for the first month of your course (or longer depending on when your



bursary is processed). All financial awards must be paid into the student's own bank account.

What does 'household income' and 'means-tested' mean?

Means-testing is the process of measuring how much income a person has. We require this to assess whether a student is eligible to receive bursary contributions, which is in line with Government frameworks. Household income is a measure of the combined incomes of the parents/guardians and carers in your home. We ask for evidence to demonstrate the household income of **all** parents/guardians or carers in the household.

Your household income is as follows:

- If you live alone – your income (including wages and benefits)
- If you live with a partner – your income and their income combined (including wages and benefits)
- If you are under 25 and live with parents (including step-parents/carers/guardians) – their income combined (including wages and benefits)

As I was at the College last year, do I have to apply again and provide any evidence for this year?

Yes, you will need to re-apply for the bursary and provide recent evidence of income for each academic year. This is in case any circumstances have changed and because the amount of funding we can award each year changes, due to funding given to us by the Government. We do try to make similar awards but funding is limited and it is dependent on how many applicants we have.

I need to provide evidence of proof of income for my Bursary Fund application, how do I do this?

The evidence you need to provide is outlined on the bursary application form. If you have a query, please feel free to contact studentsupport@pca.ac.uk. All evidence needs to be sent to Student Support via post or email. All details can be found on the application form.

Am I entitled to Free Meals?

Free meals are for students aged 16-18 on the 31st August 2019, or those with an Educational Health Care Plan. If you turn 19 during your course you will keep your entitlement until the end of your course.



Parents/guardians and carers or students themselves must be in receipt of one or more of the following benefits to be eligible for free school meals:

- Income Support
- Income based JSA
- Income related ESA
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit (NOT Working Tax Credit)
- Run on Working Tax Credits (paid 4 weeks after eligibility for working tax credits stops)
- Universal Credit – if you have an income less than £7,400

My course was funded through Advanced Learning Loan; what additional help can I apply for?

The Advanced Learner Loan Bursary could contribute towards:

- Travel
- Materials
- Accommodation
- Other course related costs

This is subject to eligibility criteria and is a means-tested bursary for College courses only. You may be eligible for bursary support if you live with an earned household income of under £30,000*, before tax.

*£18,000 if aged 19+ and **living with a partner** and no dependent children, or £13,000 if aged 19+ and **living with no partner** or dependent children.

Your household income is as follows:

- If you live alone – your income (including wages and benefits)
- If you live with a partner – your income and their income combined (including wages and benefits)
- If you are under 25 and live with parents (including step-parents/carers/guardians) – their income combined (including wages and benefits)

I am relocating to Plymouth to study at Plymouth College of Art. Is there any financial help towards accommodation?

Yes, we offer a residential bursary for those students who live a significant distance away and therefore are relocating to Plymouth in order to study a specialist course at Plymouth College of Art. Students are responsible for organising their own accommodation and please be aware that any financial awards from Plymouth College of Art are only a contribution to rental costs. You can contact studentsupport@pca.ac.uk for more information.



I would like to apply for a travel pass, how can I do this?

There can be travel passes available for students at a discounted rate. Students are responsible for organising their own travel arrangements, buying and ordering travel tickets and passes. You can contact local travel providers and local authorities to enquire. If eligible, we will make payments for travel contribution at the end of each month during term time.

Please note: Obtaining a travel pass from your local authority or travel company does not guarantee a Plymouth College of Art bursary. Students must apply to the Plymouth College of Art bursary to be assessed. Any awards given are only a contribution to travel and may not cover the cost of a travel pass.