

Changes to bursary awards due to COVID 19 and current timetable offer

25th June 2020

In response to the global pandemic and the current status in England, it has been necessary for Colchester Institute to amend the curriculum offer for academic year 2020 – 2021 to an alternative delivery model, which will see students coming in to College one day a week only and then engaging in online learning from home.

In order to match the new offer the College needs to issue this addendum to how the bursary scheme will operate during this time. Please read the information below and if you have any questions please email: student.finance@colchester.ac.uk

The information in this document is based on the current situation and restrictions but may change so please check back on the bursary area of the College website for any updates

New Category of Award – this applies to all bursary schemes

Device Loan Scheme – to enable learning from home

If you are eligible for the bursary scheme and need a device in order to engage in online learning from home, please read below.

The College has devices for students to borrow. You may be eligible to apply for a device loan if you are eligible for the bursary fund and **have no access to any other device in the household (such as home computer, laptop, chrome book)**. This award is targeted at students who would not be able to participate in their online learning without a device.

How to do I apply?

You need to complete a bursary application online and provide supporting evidence of income and/or benefits received. You will also need to provide a covering statement on the online application form advising why your household does not have access to a device, PC, laptop. We may also seek information from your tutor.

What will I get?

You will be awarded a device, on a loan basis, a College chrome book or laptop, from our IT department.

Is it mine to keep?

No unfortunately not, this is a College device which we will lend to you for the academic year.

What if I come back next year?

We will assess this at the time. If the College are still operating online learning, we will assess for a device. However, if the College is operating differently a device may not be required.

Can I use the device for personal use?

Unfortunately not, this device is provided by the College so that you can engage in online learning for your course only.

Will you check on the device?

Yes, we will. We will routinely call in devices to be checked by our IT department. This will ensure they are kept updated.

What if the device gets damaged while I'm at home?

In line with College policy, any damage to college property will result in the cost being recovered and possible disciplinary action for the student.

When do I have to give the device back?

All devices must be returned in a good condition by the end of the academic year June 2021 or before if the situation regarding learning from home should change. If you leave your course or are withdrawn from the College you will need to return your laptop at this time.

Failure to return the device in either situation above will result in you being invoiced for the cost of the device.

Changes to 16 – 19 Bursary Fund Awards

Statutory College Meals (also known as Government Free School Meals)

If you have been awarded Statutory Meals, where the criteria for receiving these are set by the Government, the Government award £2.41 per timetabled College day. The College top this up to £3 in total per timetabled College day. In the current situation, we will pay £6 per week in to your bank account, every half term to assist with the cost of a meal for the time that you are engaging in learning from home and on the one day you are in College there will be £3 loaded on to your student ID card to spend in one of the College onsite refectories. The amount of this award is the same as if you were attending College 3 days per week. If we return to students being onsite 3 days per week, at some point, the £3 per day will be loaded on to your ID card for each day and cash payments will cease.

Travel (Bus and Train)

If you have been awarded assistance with travel costs, based on published prices or prices you provide from your travel company tickets, we will calculate the cost of travel for your one day in College and pay this amount in to your bank account, every half term. If you do not attend your day in College we will adjust the next travel payment accordingly. If at any time you are required to attend more than one day a week, please get in touch with us by emailing student.finance@colchester.ac.uk and we will verify this with your tutor and amend the award.

All other awards remain unchanged at this time.

Changes to 19 + Adult Education Bursary Awards

Discretionary College Meals

If you have been awarded discretionary College meals the College award is £3, this will be loaded on to your ID card for your one timetabled College day the £3 can be spent in one of the College onsite refectories.

Travel (Bus, Train, Petrol)

If you have been awarded assistance with travel costs, based on published prices or prices you provide from your travel company tickets or our petrol rate we will calculate the cost of travel for your one day in College and pay this amount in to your bank account, every half term. If you do not attend your day in College we will adjust the next travel payment accordingly. If at any time you are required to attend more than one day a week, please get in touch with us by emailing student.finance@colchester.ac.uk and we will verify this with your tutor and amend the award.

Childcare

The College will continue to pay for registered childcare on your one timetabled day in College. This arrangement covers the direct cost of childcare associated with being in College for one day per week only. If you require us to consider additional days for childcare funding we will consider this with verification from your course area.

19 + Advanced Learner Loan Bursary

Discretionary College Meals

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Travel (Bus, Train, Petrol)

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This information is correct at the time of publication, dated at the top of the document, but is subject to change.