



Cirencester College Learner Bursary (CCLB) Application Form 2018 - 2019 for students aged 16 -18

This fund is cash limited and issued to those in priority groups first.

All sections of this form must be completed in full.

Only photocopied evidence of household income will be accepted.

Any original documentation will not be accepted and we cannot guarantee its return.

All awards will depend on the funding the College receives from the Government. **No assumption should be made that you will get funding** and the College reserves the right to stop and remove funding at any time.

Student's Details:

First Name(s):

Surname:	Student ID:
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Date of Birth:

Address:
Postcode:

Please note we are unable to issue travel help unless we have your postcode.

An email address must be supplied for notification of award.	
Email Address:	
Home Phone:	Mobile Phone:

Who are you living with?

Courses applied to study:

Residency. You must complete this section.
<input type="checkbox"/> I am a British Citizen
<input type="checkbox"/> Other (Please specify below):
 <i>If you are not a British Citizen you must provide a Home Office letter or passport to prove your residency status. Please confirm the date when you entered the UK.</i>

For Office Use only: FCM: Level 1: Level 2: VLB: Declined	Smartman <input type="checkbox"/>
Authorising Signature:	MIS <input type="checkbox"/>
Date:	

Type of Financial Support Applied For:

Please read the following options carefully and tick which you are applying for. Photocopied evidence of household income will be required for all options. Any original documentation will not be accepted and we cannot guarantee its return. **Please tick the section you wish to apply for:**

Free College Meals. Only available to students whose parents or carers are in receipt of one or more of the following benefits:

- Income support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (**provided you are not entitled to Working Tax Credit**) with gross income of no more than £16,190 or less as assessed by Her Majesty's Revenue and Customs
- Universal Credit with net earnings not exceeding the equivalent of £7400 per annum

Discretionary 16-18 bursary. This funding is for one academic year and is based on total household income for 2017/18, which includes earned income, Working & Child tax credits, pension and any other benefits you receive:

Level 1 Funding (Total household income up to £20,817)

- Discount of £400 off annual College bus pass of £625 **OR** discount of £95 off College car park permit of £145
- Course related CollegeTrips to the value of £200
- Equipment / Materials from Reprographics to the value of £40
- University Application Fee (UCAS)
- DBS Checks (if relevant to the course)

Level 2 Funding (Total household income between £20,818- £30810)

- Discount of £300 off annual College bus pass of £625 **OR** discount of £70 off College car park permit of £145
- Course related CollegeTrips to the value of £150
- Equipment/Materials from Reprographics to the value of £40
- University Application Fee (UCAS)
- DBS Checks (if relevant to the course)

Vulnerable Learner Bursary. To be entitled to a £1,200 guaranteed bursary, you must fall into one of the following categories.

Please tick which of these applies to you and provide either a social services letter or the relevant benefit letters dated within 6 months.

- You are in care
- You are a care leaver
- You are in receipt of Income Support in your own name
- You are in receipt of Disability Living Allowance (DLA) in your name **AND** Employment and Support Allowance (ESA) or Universal Credit in your name
- You are in receipt of Personal Independence Payments (PIP) in your name **AND** Employment and Support Allowance (ESA) or Universal Credit in your name

Evidence of Household Income

You must provide **photocopied** evidence of all your current household income.

As part of our assessment process we may ask for further evidence to support your application.

Your application will be assessed on the total amount of gross household income for the tax year 2017/18, including earned income, working and child tax credits, pension and any other benefits you receive. We do not include child benefit.

Types of Bursary	Photocopied evidence required with this application
Free College Meals	<p>Letter dated within 6 months confirming one of the following benefits :</p> <ul style="list-style-type: none"> \ Income Support \ Employment and Support Allowance (ESA) \ Job Seekers Allowance \ Guaranteed Element of the State Pension credit \ Universal Credit <p>OR All pages of your Child Tax Credit Award Notice 2017/18 which shows you are not entitled to Working Tax Credit and earn under £16190</p>
Discretionary Bursary PLEASE TICK ALL THE BOXES THAT APPLY TO YOUR HOUSEHOLD	<p><input type="checkbox"/> If you receive Child Tax Credits provide a copy of all pages of your 2017/18 Award Notice</p> <p><input type="checkbox"/> If you receive Universal Credit provide print outs of your all payments for 2017/18</p> <p><input type="checkbox"/> If you are in receipt of a benefit from the list in the box above provide a letter dated within 6 months</p> <p><input type="checkbox"/> If you are working provide proof of income for all adults in the household in the form of either:</p> <ul style="list-style-type: none"> \ P60 for 2017/18 \ Your last 3 months consecutive pay slips \ Year End Audited Accounts for self-employment income
Vulnerable Bursary	<p>Letter dated within 6 months confirming either:</p> <ul style="list-style-type: none"> \ you are in care or a care leaver \ income support in your own name \ Disability Living Allowance in your own name AND Employment & Support Allowance or Universal Credit \ Personal Independence Payment in your own name AND Employment & Support Allowance or Universal Credit

Additional Information – it is important to give us any additional information which might be relevant & support your application. Please use a separate piece of paper if you need more space.

Declaration and Signatures

I understand that if I am in receipt of a Student Bursary Award that:

- It is my responsibility to ensure that my attendance is above 92% and I successfully complete my course in full.
- Payments and awards may be stopped or suspended if I am subject to any part of the College's disciplinary process or teaching staff feel that my attendance, behaviour and completion of work falls below the standards that they expect and have set.
- I have completed this form with accurate information and supplied the relevant evidence.
- I have fully read and understood the College's Student Bursary Policy.

I agree that all the information given on this application form is correct and I understand that the College has the right to reclaim any funding if I am found to have provided incorrect information or do not complete my course.

The information you provide on this application form will be used for the purposes of supporting your education through the provision of funding via College's Student Bursary Schemes as outlined in the College's approved Student Bursary Policy. It will be shared internally within the College and externally with the Education and Skills Funding Agency (ESFA) and all agencies supporting your education. In signing this application form you give your consent to the use of your personal data in this way.

Student signature **Date**

Please ensure the student signs this declaration

Parent/Carer signature **Date**

If student is under 19 parent/carer signature is also needed

Checklist

Before handing in this form please check you have done the following:

- Completed all parts of the form including the additional information box
- Signed and dated this page (both student and parent/carer)
- Attached relevant photocopied evidence (NOT ORIGINALS)

What happens next?

- ✓ We will email you within 10 working days of receiving your application form
- ✓ The email will either confirm the support that has been made or inform you that we are unable to support your application

If you have any queries please contact either Jenny Owen or Rosa Hallett on 01285 640994.

Return the application form and relevant evidence to:
Student Journey Office, Cirencester College, Fosse Way Campus, Stroud Road,
Cirencester, Glos GL7 1XA
email: CCLB@cirencester.ac.uk