



Cirencester College Learner Bursary (CCLB) Application Form 2018-19

for students

receiving the Advancing Learning Loan

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

Part A: Student Details - to be completed by the applicant

A1: Name

First Name(s):

Surname:

A2: Student ID Number:

A3: Date of Birth

Date of Birth:

Age:

A4: Address

Address

Postcode

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

A5: Contact Details

Email Address

Home Phone

Mobile Phone

A6: Course Details

Full name of course

Start date

End date

Is your course classed as full-time or part-time? F/T P/T

A7: Previous Qualifications

- Level 1 eg NVQ, basic skills, numeracy, literacy, BTEC First Certificate, Foundation Award
- Level 2 eg NVQ 2, GCSE (5 or more grade A - C), AS Level (2 or 3 only), BTEC First Diploma
- Level 3 eg A levels (2 or more), AS (4 or more), BTEC National Diploma
- Level 4 eg NVQ 4, HNC, HND, Degree

A8: Residency - please tick one box only, you must complete this section.

- A. I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme
- B. I have 'settled status*' in the UK and have been ordinarily resident for at least three years prior to the start of my learning programme
**Settled means having either indefinite leave to enter or remain (ILE/R), or having the right of abode in the UK.*
- C. I am an EU/EEA national (including Gibraltar) or the spouse or civil partner or child of an EU/EEA national and have been ordinarily resident in the EU/EEA for at least three years prior to the start of my learning programme
- D. I have been granted 'refugee' or 'asylum seeker' status by the UK government, or am the child of someone with this status
If you have ticked B, C or D you must provide Home Office letter or passport to prove your residency status. Please confirm the date when you entered the UK.

PART B: Income Details - income must be less than £20,817

Students are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.

B1: Advanced Learning Loan reference number

Students must have been approved for a Advanced Learning Loan for the full fees for a Level 3 (or above) course before applying. We will check that you have been accepted for Advanced Learning Loan before you can be awarded the bursary.

Your loan reference number:

B2: Are you married, in a civil partnership or living with someone as if you are married?

- YES - We need to know about your spouse or partner's income as well as your own
- NO - We need your income (not your parents if you are still living with them). If you live alone then we need a Council Tax letter to prove single occupancy or tenancy agreement if you are in shared accommodation.

B3: Evidence of Household Income

You must provide photocopied evidence of all household income for 2016/17.

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

Photocopied Evidence Required with this application

Income Support letter or any other benefits

P60 for tax year 2017/18 **or** last 3 months consecutive pay slips **or** copy of your tax return for 2017/18

Council Tax letter to prove single occupancy or tenancy agreement if applicable.

If you are living at home with a NIL income, please provide bank statements for the last 3 months.

PART C: Type of financial assistance required

Please tick which boxes require financial assistance.

Professional Membership fees	<input type="checkbox"/>
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Travel costs	<input type="checkbox"/>
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Materials & Books costs	<input type="checkbox"/>
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Other : please specify	<input type="checkbox"/>
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PART D: Additional Information and Declaration

Please use this space to give us additional information about yourself which will be used to support your application.

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 successfully complete my courses in full.
- √ Payments and awards could 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 fully 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 outline in the College's approved Student Bursary Policy. It will be shared internally within the College and externally with the Education Funding Agency (EFA) Skills Funding Agency (SFA) 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 your student signs this declaration

Checklist

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

- √ Completed all parts of the form
- √ Signed and dated this page (both student and parent/carer)
- √ Attach relevant photocopied evidence

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 your application is incomplete, we will return your application

If you have any queries please contact either Jenny Owen or Rosa Hallett on 01285 640994
Please return the application form and relevant evidence to:

Student Journey Office, Cirencester College, Fosse Way Campus, Stroud Road,
Cirencester, Glos, GL7 4HL
Email: cclb@cirencester.ac.uk