

# Cirencester College Learner Bursary (CCLB)

## Self-declaration Form 2023 -2024

For current students aged 16 -19

**This self-declaration form is only for students who were in receipt of discretionary funding in the academic year 2022 – 2023 and are continuing with their studies into 2023 - 2024. By completing and signing this form you are declaring your household/financial circumstances have not changed since your previous application. If your circumstances have changed you will need to provide further financial evidence.**

### How do I apply?

- Complete sections 1-5 on both sides of this form. Incomplete, unsigned, undated forms will be returned to you.
- Please send your completed application form to: Student Journey Team, Cirencester College, Stroud Road, Cirencester, GL7 1XA or email your application form to [CCLB@cirencester.ac.uk](mailto:CCLB@cirencester.ac.uk)
- Please remember that no assumption should be made that you will continue to get funding and the College reserves the right to stop and remove funding at any time.
- Please be aware that the amount of funding within the income levels has changed for 2023/24.

### What happens next?

- If all the details are complete, we will aim to process your application within 10 working days from the date that we receive it,
- When we have re-assessed your application, you will receive an email explaining the details of your award. Please make sure you read it thoroughly and keep this email safe for future reference.

**If you have any queries please contact the Student Journey Team on 01285 640994 or email [CCLB@cirencester.ac.uk](mailto:CCLB@cirencester.ac.uk)**

## Section 5: Declaration and Signatures

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

- **My household / financial circumstances have NOT changed since my previous application in 2022/23**
- It is my responsibility to ensure that my attendance is above 95% and I successfully complete my course in full.
- I agree that all the information given on this application form is correct.
- I understand that the College has the right to reclaim any funding if I am found to have misused the scheme, provided incorrect or fraudulent information or do not complete the course I am enrolled on.
- I understand that 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 understand that any items purchased through Cirencester College remain the property of Cirencester College and I may be asked to return them at the end of my course.
- I will notify the College of any changes in my circumstances that may affect my funding.
- I understand that the same levels of support cannot be guaranteed year on year as funding and government criteria change each year.
- If I withdraw from my course, I will return the bus pass to the Student Journey Team.
- I have fully read and understood the College's Student Bursary Policy (see College website).

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/carers signature is also needed*

<b>OFFICE USE ONLY</b>		<b>Date received</b>	
<b>CONTINUED FUNDING LEVEL</b>		<b>Authorising signature</b>	
<b>CCLB level 1</b>	<b>CCLB level 2</b>	<b>Date</b>	
<b>CCLB level 2</b>	<b>CCLB level 4</b>		
<b>Free Meals in FE</b>	<b>Art&amp;Design Repro</b>		

**Sections 1-5 to be completed clearly in black ink by the student.**

<b>Section 1: Student's Details:</b>					
<b>Surname:</b>				<b>First Name:</b>	
<b>Date of Birth:</b>		<b>Age on 31/8/23:</b>		<b>Student College 6-digit ID number</b>	
<b>Parent name</b>			<b>Parent email address</b>		

<b>Section 2: Please confirm who the student is living with?</b>	
<b>Name of each person (except the student)</b>	<b>Relationship to the student</b>

<b>Section 3: Course subject details:</b>				
<b>Courses you are studying:</b>				
<b>Please tick what year of study you are in:</b>	<input type="checkbox"/> Returning as a Yr.1	<input type="checkbox"/>	<input type="checkbox"/> Continuing into Yr.2	<input type="checkbox"/>

<b>Section 4: Travel – How will you travel to College this year?</b>				
<b>Help with travel is available if you live more than 2 miles walking distance from College (using google maps). Unfortunately, we are unable to contribute to petrol costs.</b>				
<b>Please tick the relevant box below:</b>	<input type="checkbox"/> Walk	<input type="checkbox"/> Car - passenger	<input type="checkbox"/> Stagecoach / other Service bus	<input type="checkbox"/>
<input type="checkbox"/> Motorcycle / Moped (there is no charge)	<input type="checkbox"/> Driving – I would like a College Car Park permit			
<b>If you plan to use a Stagecoach / other service bus, please tick ONE of the 3 options below you would prefer:</b>				
Stagecoach Academic Year Megarider – I have already purchased or plan to purchase this pass direct from Stagecoach myself. (the discount that you are awarded will be reimbursed on a pro-rata basis at the end of each half term based on the number of weeks in that period)				
Stagecoach Academic Year Megarider – I would like the College to purchase this pass for me once I have paid my contribution to the college. <b>(please note: the pass will NOT be issued until your contribution has been paid in full to the college.)</b>				
Stagecoach/other public bus – 4-weekly / weekly / daily tickets bought on the bus. (Students will need to keep used tickets for reimbursement on a weekly basis out of their approved allocation from the Student Journey Cashier)				