

Cirencester College Learner Bursary (CCLB)

Self-declaration Form 2026 - 2027

For current students aged 16 -19

This self-declaration form is only for students who were in receipt of discretionary funding or Free Meals in Further Education in the academic year 2025 - 2026 and are continuing with their studies into 2026 - 2027. 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 complete a new CCLB application form.

How do I apply?

- Complete sections 1-6 of this form. Incomplete, unsigned or undated forms will be returned to you.
- Please return your completed application form and supporting evidence to: CCLB@cirencester.ac.uk **OR** Post to: Bursary Administrator, Cirencester College, Stroud Road, Cirencester, GL7 1XA
- 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.
- Take note that the qualifying criteria for Free Meals in Further Education have been updated. Please check if you qualify, even if you were not previously eligible.
- We are now required to re-assess eligibility for Free Meals in Further Education each year, and you will need to submit evidence of eligibility for your application to be processed, even if you were previously approved.
- Please note some of the funding within the income levels has changed for 2026/2027.

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 email CCLB@cirencester.ac.uk or contact the Bursary Administrator on 01285 640994

CCLB Self-declaration Form 2026 -2027

OFFICE USE ONLY		Date received	
CONTINUED FUNDING LEVEL		Authorising signature	
CCLB level 1	CCLB level 2	Date	
CCLB level 3	CCLB level 4		
FMFE	Art&Design Repro		

Sections 1-6 to be completed clearly in black ink by the student.

Section 1: Student's Details			
Surname:		First Name:	
Date of Birth:		Age on 31/8/26:	Student College 6-digit ID number
Parent name		Parent email address	

Section 2: Please confirm who the student is living with?	
Name of each person in the household (except the student)	Relationship to the student

Section 3: Course subject details			
Courses you are studying:			
Please tick what year of study you are in:	Returning as a Yr.1	Continuing into Yr.2	

Section 4: Travel – How will you travel to College this year?			
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.			
Please tick the relevant box below:	Walk	Car - passenger	Motorcycle / Moped (no charge)
Driving – I would like a College Car Park permit		Go South Coast routes / another Service bus	
If you plan to use Go South Coast / another service bus, please tick ONE of the 3 options below you would prefer:			
Go South Coast Academic Year bus pass – I would like the College to purchase this pass for me once I have paid my contribution to the college. (Please note: the pass will NOT be issued until your contribution has been paid in full to the college.)			
Go South Coast Academic Year bus pass – I have already purchased or plan to purchase this pass direct from Go South Coast myself. (Please note: the funding 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)			
All public bus services – 4-weekly / weekly / multiday / daily tickets bought via app or on the bus. (Students will need to keep used tickets for reimbursement on a weekly basis out of their approved allocation from the Cashier)			

Section 5: Government funded Free Meals in Further Education – supporting evidence

You need to provide photocopied evidence dated no more than 6 months old otherwise we will not be able to process your application. **As part of our assessment process, we may ask for further evidence to support your application**

Qualifying benefit	Supporting evidence required	Please tick
Income Related Employment & Support Allowance (ESA)	An award letter no more than 6 months old, we cannot accept a bank statement.	
Universal Credit	Last 3 assessment periods (or less if you have only just moved over) each clearly showing the entitlements and deductions sections. These can be printed / saved as a PDF from your online account.	
The guaranteed element of the State Pension Credit	A 'Pension Credit M1000 Award Notice' clearly showing details of any Guarantee Pension Credit in payment	
Support under Part VI of the immigration & Asylum Act 1999	A letter from the Home Office stating that they are receiving support under Part VI of the Immigration and Asylum Act 1999;	

Section 6: Declaration and Signatures

I hereby confirm that my **household / financial circumstances have NOT changed since my previous application in 2025/2026.**

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 95% and I successfully complete my course in full.
- I agree that all the information given on this application form is correct.
- That Cirencester College has the right to reclaim any funding if I am found to have misused the scheme or provided incorrect or fraudulent information, and that this may result in referral to relevant authorities and prosecution.
- That payments and awards may be stopped or suspended if I am subject to any part of the College's disciplinary process, if I do not complete the course I am enrolled on or if teaching staff feel that my attendance, behaviour and completion of work falls below the standards that they expect and have set.
- 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 must notify the College of any changes in my circumstances that may affect my funding.
- That this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.
- That the same levels of support may not be offered year on year as funding and government criteria change each year.
- That If I withdraw from my course, my bus pass will be cancelled.
- I have fully read and understood the College's Student Bursary Policy (see College website).

The information you provide on this application form will remain confidential. It will only 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 may be shared internally within the College and externally with the Department of Education (DfE) 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 both the student and parent/carer signs this declaration

Parent/Carer signature _____ Date _____